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SCHOOL OF EDUCATION

Thesis

SPECIAL EDUCATIONAL OPPORTUNITIES IN SPRINGFIELD

Submitted by

Susan Cecelia Dowd

(B. S. in Ed., Boston University, 1931)

In partial fulfillment of requirements for the
degree of Master of Education

1933

First Reader: Jesse B. Davis, Professor of Education.
Second Reader: Edward J. Eaton, Professor of Education.

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First Thesis - Mrs. W. L. Davis, School of Education
Second Thesis - Miss M. L. Davis, School of Education

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Joseph Buttzick Davis

Introduction

A. Purpose of the study

1. Limitations

2. Value of the study

ACKNOWLEDGMENT

B. Similar catalogues

C. Procedure

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IV. Summary

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VI. Descriptive catalogue of special educational

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Limitations

This survey of educational opportunities is limited to those opportunities for study which are offered in regularly organized classes conducted either (1) by recognized educational institutions or (2) by associations which carry on a specialized educational program particularly applicable to the main purpose of the association. The former includes colleges, business schools, nurse training schools, evening schools, and art schools. The latter includes classes conducted by the American Institute of Banking pertaining to banking and by the City Library Association for library

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Value of the Study

The importance of a descriptive catalogue of the special educational opportunities of a community may be attested to by the following quotations from the writings of men prominent in the field of guidance.

Leonard V. Koos and Grayson N. Kefauver write, "Advisorscannot interpret the programs of colleges and secondary schools unless they know the programs of these schools."²

Arthur J. Jones states:

One of the most important parts of the entire guidance program is concerned with securing and organizing in usable form the essential facts about educational opportunities.

We obtain the more or less formal facts by investigating printed courses of study, college catalogues, and other documentary material.³

In another place he adds, "The farther up we go in the school the more important it is to have very definite and detailed information about other types of school available to the pupil," and "Business colleges and various other types of vocational schools should be listed and their purposes and

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Similar Catalogues

The only catalogues of a similar nature which could be located were "Opportunities for Adult Education in Cleveland", a booklet of twenty-three pages issued by the Adult Education Association of Cleveland, Ohio in 1928, and "Educational Opportunities of Greater Boston for Working Men and Women", a publication issued in 1931-1932 by Prospect Union Educational Exchange of Cambridge, Massachusetts, comprising one hundred fifty-two pages. Each is divided into two parts, one pertaining to schools or educational agencies and the other to the courses or subjects offered.

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⁴Ibid., p. 233.

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The Boston catalogue, in the school section (Part II), offers practically the same information but with a little more detail and includes also the range of fees for the courses. In the subject section (Part I), subject names are alphabetized under such general topics as Art, Commerce, Drama, etc., and specific names of courses are given, a feature which increases the usefulness of the book.

The same general plan of dividing the catalogue into two parts, classifying according to schools and subjects, was decided upon for this study. However, for several reasons, it seemed advisable to give more complete information about the schools. In the first place, examination of the various reference books of information on colleges shows a wider range of data. Secondly, writers in the field of educational guidance stress the need of detailed information as a basis for effective guidance. Thirdly, the study includes so many different types of schools that it seems necessary to furnish the counselor with such additional information as may assist her in an appraisal of the standing of the various schools.

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Entrance requirements

Programs of instruction

Faculty

Enrolment, 1932

Number completing work, 1932 (degrees, diplomas,
certificates)

Expenses

Scholarships

General information with regard to sessions,
formation of classes, etc.

Standing of the school

Mailing address

For nurse training schools:

Hours of duty

Bed capacity of hospital

Average number of patients daily

Procedure

The gathering of information for this study involved, first, an examination of all literature published by the various educational agencies, and second, personal interview with some representative of each institution. Following a close examination of this literature, the writer selected the pertinent data and then submitted these data in typed form to

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Needs of Society

Changes in the social order have been so many and varied, so rapid and far-reaching that the need for means by which to meet some of the resulting problems has challenged the thought and attention of the sociologist as well as the educator.

Walter Robinson Smith, a writer in the field of sociology, states: "Increasing complexity has brought about specialization in every field of human endeavor. Social and institutional needs have become almost infinitely varied. Industry is minutely specialized and vocationalized."¹

Arthur J. Jones, a writer in the field of guidance, remarks:

Human activity of all kinds is becoming increasingly specialized. This is seen in the rapid increase in the diversity and complexity of occupations, in the changes in the methods of transportation and communica-

¹Walter Robinson Smith, *Principles of Educational Sociology*, pp. 225-226.

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The White House Conference, while admitting that counseling in some form has always been a feature of education, clearly states that it can no longer be undertaken incidentally but must be consciously provided for because of the "growth in size of the community and the complexity of its increasing numbers of occupations."³

John M. Brewer, writer of a number of books on guidance, stresses still another point:

Meanwhile, the total time available for leisure is rapidly growing. The eight-hour day is by no means a stopping point and the five-day week will probably have great extension within the next decade. All are fully aware that the coming generation has several needs in relation to recreation; e. g., (1) a better understanding of its purposes and opportunities; (2) an appreciation of its relation to good humor, cheerfulness, buoyancy, and the like; (3) knowledge of and skill in a large number of varied forms; and (4) ability to integrate recreational activities with the other good activities of life.⁴

Summing up, then, the points made by the various authors, we find that society has created a need for guidance (1) through the increasing complexity of its organization as evidenced by the increasing numbers of occupations and by the

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Needs of the Individual

Moreover, the individual, if he is to find his place in the world equipped to serve society to the extent of his abilities, needs direction and guidance at the many forks of the road where decisions must be made. "At every turn," writes Smith, "the individual is confronted with necessary choices. Wherever a choice must be made, an opportunity for guidance is opened."⁵

As expressed by George E. Myers in his book on vocational guidance:

Conservation of the native capacity of her youth, their special aptitudes and interests, and the results of years of education provided for them at public expense, is what is involved. Here is incalculable wealth, both economic and social. For its own sake as well as for the sake of its youth, society cannot afford to neglect so important a phase of conservation.⁶

William Martin Proctor's views are somewhat similar:

Conservation of waste materials in public education might conceivably increase the actual per-pupil cost of education, but the great saving in human values, represented by the improved social and economic efficiency, would far outweigh the initial cost and yield material as well as

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spiritual dividends to the State.⁷

Jesse Buttrick Davis, one of the early writers in the guidance field, states: "That the world is filled with men and women who have not found their proper places in life, who have not risen to the highest that their abilities demanded, who have not made use of the power for service that it was their privilege to seize, is a self-evident truth....The fact remains that in the lives of most men there has been a great loss of time and energy in the search for their place in the world's work."⁸

There is another angle to this problem of guidance for the individual. Not only must every effort be made to assist him in discovering the right path and in directing his progress in it, but, also, precautions must be taken to guard him from harmful and prejudiced advice. This idea is put forth by Davis and by the White House Conference. "There is great danger through misinformed, prejudiced, or misdirected opinion of doing more harm than good to the seeker after truth."⁹ "Adequate guidance should be provided under supervision to offset the unwise and false guidance of untrustworthy advertisements, suggestions, selfishness, ignorance, and other prejudiced or unreliable sources."¹⁰

⁷William Martin Proctor, Educational and Vocational Guidance, p. 10.

⁸Jesse Buttrick Davis, Vocational and Moral Guidance, pp. 6-7.

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It is clear to see, then, that the needs for guidance for society and for the individual are inextricably bound up each in the other. Smith puts this aptly when he says: "Society has a place for, and can use, every type of skill, intelligence, and moral attribute. The individual needs to find that place, and in proportion as he does find it will he be able to render his maximum social service, and be happy in his work, his play, and his relationships to others. Society provides the opportunity, and the individual the energy and the capacity to do."¹¹

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Chapter II

RESPONSIBILITY OF THE SCHOOL FOR GUIDANCE

"The work of guidance begins with the school", writes Davis, "because it is the place where the children are to be found, and where the work of preparing them for the battle with the world must begin."¹

Smith states that the increasing democratization of society has imposed so many choices upon the individual that "in some way the social dice must be loaded by institutional organization, or by other means of social pressure, that the probabilities of wise choices will be augmented. Again the urge of necessity focuses upon the school. No other agency has equal advantages for training the young to adjust themselves to....democratic control".²

A Changing Attitude toward an Organized Guidance Program

There is a growing sentiment that the schools must attack this problem of guidance straightforwardly and vigorously. We hear less from those who belittle the guidance movement by insisting that every good teacher is a counselor and that we have always had guidance; and hear more from those who recognize that, to be effective, a guidance program must be planned and directed. The White House Conference has

¹Jesse Buttrick Davis, op. cit., p. 23.

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²Walter Robinson Smith, op. cit., pp. 232-237.

this to say about the conditions which necessitate different methods:

Counseling was without doubt the earliest form of vocational guidance in the schools. It was found wherever the pupil-teacher relationship was such that the one sought advice and the other gave helpful counsel. In the simply organized communities and schools of the early days, when each teacher had an opportunity to learn many things concerning the occupational problems of her own community and to know much about each child under her supervision, an informal and casual arrangement for giving educational and vocational guidance was probably sufficient to meet the needs....

....The present day full-time subject-teacher must be a specialist in his field and, as a rule, he is unable to develop a well thought out program of work with individual pupils, save as this may relate to his teaching procedure.³

Educational Guidance

While there are many phases to this problem of guidance, only one phase is to be considered here, - that of educational guidance. The National Vocational Guidance Association defines it as follows: "Educational guidance is the aid furnished individuals in making such decisions as choice of studies, choice of curriculums, and the choice of schools."⁴ Jones gives a somewhat broader interpretation to this form of guidance in his statement of the general objectives of educational guidance, namely, "to assist individuals to choose, prepare for, enter upon, adjust themselves to, and make prog-

³White House Conference, op. cit., p. 39.

⁴Frederick J. Allen et al., Principles of Vocational Guidance, p. 14.

this to say about the conditions which necessitate different

methods:

Counseling was without doubt the earliest form of vocational guidance in the schools. It was found wherever the pupil-teacher relationship was such that the one sought advice and the other gave helpful counsel. In the simply organized communities and schools of the early days, when each teacher had an opportunity to learn many things concerning the occupational problems of her own community and to know much about each child under her supervision, an informal and casual arrangement for giving educational and vocational guidance was probably sufficient to meet the needs....

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ress in a course, curriculum, or school."⁵

It is not always possible to keep entirely separate the vocational from the educational aims of guidance, because very often educational choices must be made with reference to the vocational objective. "The word 'educational' is understood to comprehend preparation for vocation and to admit additional relationships," write Koos and Kefauver.⁶ Smith expresses his opinion in this way: "Educational guidance is a much larger problem than mere vocational guidance. It includes vocational guidance, and much more. Education is for the whole of life, not merely for vocation - hence educational guidance must be as broad as life itself."⁷

Group Counseling

Educational guidance may be considered under the headings, group educational guidance and individual educational guidance. By group educational guidance is meant that counsel of a general nature which is presented in group conferences and which deals with problems common to all students. An editorial in the Junior-Senior High School Clearing House states, "Without a group guidance program she (the counselor) must give the same advice repeatedly to

⁵Arthur J. Jones, op. cit., p. 59.

⁶Leonard V. Koos and Grayson E. Kefauver, Guidance in Secondary Schools, p. 15.

⁷Walter Robinson Smith, op. cit., pp. 697-698.

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different individuals."⁸

The following quotations from various authors suggest some of the topics which might well be presented in group conferences. David L. Cohen writes, "The counselor will also emphasize the fact that whereas formerly training was secured chiefly through pick-up methods on the job, to-day the best preparation for an occupation is made in educational institutions."⁹ On advice about a continuing education, he has this to say:

On account of the peculiar characteristics of adolescence, certain cautions and admonitions must be imparted to youth....Among these cautions....may be mentioned:

.....

Continue your education.

a. Next to good health, a successful career depends upon thorough preparation....Decide to stay in school as long as you can in order to fit yourself for your future vocation.

b. For the working youth, the doors of educational opportunity are not closed....Where you spend your entire day at work, you can receive instruction in part-time, day or evening, high or trade schools or correspondence schools.¹⁰

Cohen also points out the need for cautioning against "advertisements of schemes for supplying workers with 'keys to success', methods of advancements, and the secrets of

⁸Editorial, Junior-Senior High School Clearing House, Vol. V, No. 1 (September, 1930), p. 10.

⁹David I. Cohen, Principles and Practices of Vocational Guidance, p. 134.

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gaining 'health, wealth, and happiness'".¹¹

Brewer states:

It was recently remarked by a university president that it is becoming rather hard to dodge some sort of an education in the United States today. There are part-time schools, correspondence schools, radio instruction, extension courses, evening schools, lectures, labor colleges, and short-unit courses, besides magazines, newspapers, theaters, educational films, art galleries, and libraries. Yet numerous forms of education, advertised and not, offer themselves to persons who do not want them and should not pursue them. Surely if it is important for John Doe to study the geography of his state, he should also study its educational opportunities. If the right forms of education are important to his life and to the relation of that life to society, and if there is any risk that he may choose the wrong forms, then enlightenment (and) counsel....become necessary.¹²

Brewer also writes elsewhere, "If guidance is to achieve its objectives, counseling must be available to the student and young worker throughout the long period of years from his first efforts at self-discovery to the goal of successful service as an adult worker."¹³ This statement suggests the desirability of explaining to students the advantages of securing advice about the educational problems which may arise after they have left school.

To sum up, then, it would seem advisable for the counselor in group conference (1) to stress the value of immediate education through staying in school longer; (2) to inculcate desirable attitudes toward a continuing education; (3) to ac-

¹¹Ibid., pp. 22-23.

¹²John M. Brewer, op. cit., p. 121.

¹³Ibid., p. 336.

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13 Ibid., p. 336.

quaint students with the special educational opportunities of their own community; (4) to caution against placing too great reliance upon the unwise and prejudiced guidance of commercialized educational institutions; and (5) to present the advantages of returning for consultation to the school counselor about the educational problems of later life.

Individual Counseling

Complementing group educational guidance is individual educational guidance which is the particular counsel given to persons in individual conferences. "Information....to be really significant," state Koos and Kefauver, "must finally eventuate in the better distribution and adjustment of the individuals. The added insights resulting from the accumulation of information....will not be maximally helpful until students have been brought to interpret it as it applies to them as individuals."¹⁴

This individual counsel may or may not pertain to choices within the school, and the counsel may be given or sought by present students or by former students. Those persons seeking guidance in making educational choices with regard to offerings outside the regular school curricula may be grouped as follows:

1. Those who are to continue their education after graduation.
2. Non-graduates who wish to transfer to other institutions of learning.

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1. Those who are to continue their education after graduation.
2. Non-graduates who wish to transfer to other institutions of learning.

3. Those who plan to enter industry after graduation.

4. Non-graduates who are leaving school.

5. Those now in industry, whether graduates or not.

The counselor may quite easily reach with personal advice and help those of the first two groups. It is not so easy, however, to assist those of the other three groups, because, at the time they leave school, they seldom have any educational problems and cannot foresee later needs in this direction. If the school maintains a placement and follow-up department, specific educational counsel can be sought by the young workers as need for counsel arises. In the absence of such a department, however, a personal conference before the student leaves may help. At that conference, the counselor may review such of the general group educational guidance topics as may apply to the individual. "The personal contact of the student with a sympathetic advisor is itself worthwhile...."¹⁵

The duty of the schools to those students leaving school is set forth by Koos and Kefauver: "Our democratic assumptions cannot fail to call for guidance for them during the early years following elimination, especially within the ages we have come to regard as making up the full period of secondary education. Guidance for these types is in the interests not only of the individuals, but just as much of the society of which they are a part."¹⁶

¹⁵Ibid., p. 403.

¹⁶Ibid., p. 8.

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"Summing it up," states Davis, "it means that we should first guide the pupil through education to prepare himself morally, intellectually, and physically for that vocation for which he seems to be best fitted by nature, ability, and opportunity. Secondly, it requires that when the time comes for him to begin the actual struggle in the fields of labor, we should still be ready to guide him...."¹⁷ educationally as well as vocationally.

The Vocational Motive for Study

Brewer defines vocation as follows, "'Vocation' comprises the activities to which most adults devote the largest share of their time and effort, and through which they receive the food, clothing, shelter, and other things needed to their living."¹ Education for vocation may be either preparatory or extension. Leverett B. Lyon, a writer in the field of business education, makes this distinction between the two kinds: "By 'extension' is meant that kind of training which will improve the worker in the performance of the tasks incident to his present employment and fit him for promotion in the same line. By 'preparatory' is meant that kind of training which is designed to fit the student for a position different from the

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Chapter III

GUIDANCE FOR A CONTINUING EDUCATION

Different motives prompt different individuals to continue their education after leaving school. It may be that one pursues a program of study in order to prepare for a vocation other than the one he is now in, while another is interested in obtaining advancement in the present occupation. Still another may choose to study for leisure or recreation, while another may do so to follow a hobby or for cultural reasons. However, the motive, whatever it is, pertains to vocation or to recreation and leisure.

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one he is now holding."² Brewer feels that much more attention should be given the guidance factor with regard to education for vocational preparation and advancement, because "training and retraining occur at all points throughout vocational life, many employers making it a standard practice to recruit adults for important posts two or three times each year and to require intensive training as the first assignment."³

Cohen also attests to the need of it: "That such additional instruction is required to make satisfactory progress in the world outside of the school is shown by the large numbers who are taking correspondence courses, attending evening schools, or receiving vocational instruction in other ways."⁴

The Leisure and Recreational Motives for Study

Brewer defines leisure and recreation as follows,

"'Leisure and recreation' comprise those activities to which 'spare time' is devoted: play, amusement, rest, and the like, together with those, no matter how strenuous or intellectual, to which we turn our energies when we are free from the compulsion of job or other necessary employment."⁵

The relation of education to advancement in one's voca-

²Leverett S. Lyon, Education for Business, p. 522.

³John M. Brewer, op. cit., p. 358.

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(a) Social. They who organize and maintain the lodges, churches, benevolent associations, and political parties and clubs of various sorts which go to make up so large a part of our present-day social life.

(b) Aesthetic avocations cover the fields of amateur artistic accomplishment in music, painting, sculpture, drama, literature, bookbinding, photography, etc.⁸

(c) Scientific. The pursuit of scientific studies offers a rich field for the cultivation of worth-while avocations.⁹

(d) Manual and Household Arts. Another instinct which lends itself to the promotion of avocational pursuits, is that of workmanship - that is, the desire to manipulate, to handle, and to fashion things.¹⁰

Farther on he adds, "Even for the man, engaged in a skilled mechanical or industrial occupation, the mastery of another

⁶David I. Cohen, op. cit., p. 137.

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or an allied craft often proves to be an effective and acceptable form of avocation."¹¹

As Koos and Kefauver put it, "The different subjects may be taken for different purposes. Some subjects may serve one purpose for one person and another purpose for other persons. Latin may be a vocational subject for one person and a recreational subject for others....The same may be said for art, music, mathematics, woodwork, and other subjects...."¹² Lyon, in urging the need of non-vocational subjects in the evening high school curriculum, expresses somewhat the same idea, "Many persons whose occupations are fairly well fixed, will find pleasure and growth in studies of a general nature."¹³

Most persons will agree with Koos and Kefauver that conditions of employment which "preclude variety in the worker's activities and the lack of opportunity for self-expression make it important that these satisfactions be provided outside of working time. The possession of hobbies and interests becomes an important antidote to the narrow, repetitive, routinized activities of many jobs."¹⁴

Jones asserts:

It may even be questioned whether it is best for the worker or for society to shorten the hours of work unless some

¹¹Ibid., p. 211.

¹²Leonard V. Koos and Grayson E. Kefauver, op. cit., p. 457.

¹³Leverett S. Lyon, op. cit., p. 524.

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provision must be made for a program of guidance in order that society and the individual may be mutually benefited. For, if the individual can be assisted in finding his proper place in the world of work without loss of time and energy, the efficiency of the social mechanism is accordingly increased. Any delay in making this adaptation is both uneconomical and wasteful.

Responsibility for a program of guidance devolves upon the school, for it is the place where the children can be reached. It is the place where preparation for the life career begins. It is the place where choices must be made which may progress or retard the individual's finding his proper niche in society. Adequate educational guidance should be provided so that right decisions may be reached with regard to choice of subjects, courses, curricula, and schools, since these choices so often directly affect choice of vocation.

Increasingly important is the need for counsel with regard to education after leaving school. The special educational opportunities which a community offers should be made known to the student before he leaves school. He should be encouraged also to return to the school counselor for advice concerning these opportunities as the need or the desire for study arises.

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Chapter IV

SUMMARY

Because of the many changes in the social order, adequate provision must be made for a program of guidance in order that society and the individual may be mutually benefited. For, if the individual can be assisted in finding his proper place in the world of work without loss of time and energy, the efficiency of the social mechanism is accordingly increased. Any delay in making this adaptation is both uneconomical and wasteful.

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That the counselor may be able to do this effectively, she should have at hand a body of readily usable information about the special educational opportunities of her local community. Such a body of information should contain (1) sufficient detailed data to enable the counselor to advise in choice of school, in choice of subjects, and in choice of curriculum within the school, (2) some information with regard to the standing of the school, and (3) the names of subjects available in the various schools.

The following descriptive catalogue was prepared to provide the counselors of the junior and senior high schools with information about the special educational opportunities in Springfield.

Jones, Arthur J. Principles of Guidance. New York: McGraw-Hill, 1929. 371 pp.

Helpful suggestions on methods of guiding and investigation.

Koss, Leonard V., and Kefauver, Grayson E. Guidance in Secondary Schools. New York: The Macmillan Company, 1932.

Detailed suggestions for the performance of the many duties of guidance work in secondary schools. An excellent addition to any teacher's library.

Lyce, Leverett S. Education for Business. Chicago: The University of Chicago Press, 1932. pp. 502-526.

A chapter on the evening high school curriculum.

MacCracken, John Henry. American Universities and Colleges. Baltimore: The Williams and Wilkins Company, 1933.

A manual of the American universities and colleges which meet certain requirements.

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An excellent and comprehensive treatment of the identification of guidance with education.

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Emphasis on vocational aims.

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An early treatment of the connection between morals and vocation. Very helpful.

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Detailed suggestions for the performance of the many duties of guidance work in secondary schools. An excellent addition to any teacher's library.

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A chapter on the evening high school curriculum.

MacCracken, John Henry. American Universities and Colleges, Baltimore: The Williams and Wilkins Company, 1932.

A manual of the American universities and colleges which meet certain requirements.

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MacGregor, John Henry. American Universities and Colleges. Baltimore: The Williams and Wilkins Company, 1932.

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Proctor, William Martin. Vocational and Vocational Guidance. Boston: The Boston Public Library, 1922. pp. 1-308.

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Annual publication.

SPECIAL EDUCATIONAL OPPORTUNITIES IN SPRINGFIELD

This descriptive catalogue of the special educational opportunities in Springfield has been prepared for the use of the counselors of the junior and senior high schools. It is divided into two main parts. The first part consists of an alphabetical list of the schools which offer special opportunity for study, together with such information as may be useful to the counselors in their work. The second part consists of an alphabetical list of the subjects which are individually available at the various schools.

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Part I

EDUCATIONAL AGENCIES OFFERING INSTRUCTION

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FOREWORD

EVALUATING THE STANDING OF A SCHOOL

The standing of a school in its own particular field is an item of information that is quite important to the counselor. She should know the significance of certain facts about a school which enter into this matter of standing. For instance, some schools are members of accrediting bodies (associations which set up certain standard requirements for membership); others are not. Yet it must not be assumed that a school which is an accredited member of a standardizing body is necessarily of a high standard. Nor does it necessarily follow that non-membership indicates poor standards. Often, there are several accrediting bodies for a single type of school, each setting up entirely different qualifications for membership. So it becomes necessary to interpret separate facts about a school according to certain defined standards in order that their significance may be made clear to the one seeking advice.

Standards for Colleges

The American Council on Education through its Committee on Standards has formulated certain principles and standards

¹The North Central Association of American Universities and Secondary Schools, *Standards for Colleges*, 1930, p. 1.

²Association of American Colleges and Universities, *Ibid.*, p. 5.

³*Ibid.*, pp. 9-10.

⁴*Ibid.*, p. 13.

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to be observed by regional¹ and national² standardizing agencies in accrediting colleges. These principles and standards are stated in "American Universities and Colleges", a manual edited by John Henry MacCracken for the American Council on Education. They include the following:

Faculty

The size of the faculty should bear a definite relation to the type of institution, the number of students and the number of courses offered. For a college of approximately 100 students in a single curriculum the faculty should consist of at least eight heads of departments devoting full time to college work. With the growth of the student body the number of full-time teachers should be correspondingly increased. The development of varied curricula should involve the addition of further heads of departments.

The training of the members of the faculty of professional rank should include at least two years of study in their respective fields of teaching in a recognized graduate school. It is desirable that the training of the head of a department should be equivalent to that required for the doctor's degree, or should represent a corresponding professional or technical training. A college should be judged in large part by the ratio which the number of persons of professional rank with sound training, scholarly achievement and successful experience as teachers bears to the total number of the teaching staff.³

It is to be noted that in formulating standards emphasis is placed on full-time teachers.⁴

¹The North Central Association of Colleges and Secondary Schools, The Association of Colleges and Preparatory Schools of the Middle States, The Association of Colleges and Secondary Schools of the Southern States, and the Northwest Association of Secondary and Higher Schools. John Henry MacCracken, American Universities and Colleges, p. 21.

²Association of American Colleges and Universities, Ibid., p. 6.

³Ibid., pp. 9-10.

⁴Ibid., p. 13.

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²Association of American Colleges and Universities, Ibid., p. 8.

³Ibid., pp. 9-10.

⁴Ibid., p. 12.

Certificate

A certificate issued by the principal of a secondary school approved by one of these (regional) associations is accepted by a college as evidence that the bearer of the certificate has adequate preparation for college. Colleges and universities in these associations have cooperated with the schools in the development of a form convenient for all parties. The certificate reports the courses pursued by the student in terms of subject, hours and texts and the quality of the student's performance in each course and - an item to which great importance is attached - the principal's recommendation of the student.

A certificate is not necessarily acceptable to all colleges which use the certificate plan. The certificate presents the facts concerning the student's secondary curriculum. It may be that some of the subjects pursued by the applicant in school are not accepted by the college; the number of vocational subjects is frequently limited. In some States the State university is required to accept the graduate of any accredited high school. In many cases, however, the college requires that the necessary fifteen units include specified subjects: English 3 units, Foreign Language 3, Mathematics 2, History 1, Science 1. Moreover it is the practice of many colleges to admit only those students who ranked in the first⁵ seventh or first quarter of their graduating class.⁵

Admission of Students

A college should demand for admission the satisfactory completion of a four-year course in a secondary school approved by a recognized accrediting agency or the equivalent of such a course. The major portion of the secondary school course accepted for admission should be definitely correlated with the curriculum to which the student is admitted.⁶

Preparatory School

A college should not maintain a preparatory school as part of its college organization. If such a school is maintained under the college charter it should be kept rigidly distinct and separate from the college in students, faculty, buildings, and discipline.⁷

⁵Ibid., p. 21.

⁶Ibid., p. 9.

⁷Ibid., p. 10.

Certificate

A certificate issued by the principal of a secondary school approved by one of these (regional) associations is accepted by a college as evidence that the holder of the certificate has adequate preparation for college. Colleges and universities in these associations have cooperated with the schools in the development of a form convenient for all parties. The certificate reports the courses pursued by the student in terms of subject, hours and texts and the quality of the student's performance in each course and -- an item to which great importance is attached -- the principal's recommendation of the student.

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²Ibid., p. 31

³Ibid., p. 9

⁴Ibid., p. 10

Units

Admission requirements are uniformly announced in the terms of "Units". The National Conference Committee on Standards of Colleges and Secondary Schools has described a unit in this way:

"A unit represents a year's study in any subject in a secondary school, constituting approximately a quarter of a full year's work.

"A four-year secondary school curriculum should be regarded as representing not more than sixteen units of work.

"This statement is designed to afford a standard of measurement for the work done in secondary schools. It takes the four-year high school course as a basis, and assumes that the length of the school year is from thirty-six to forty weeks, that a period is from forty to sixty minutes in length, and that the study is pursued for four or five periods a week; but under ordinary circumstances, a satisfactory year's work in any subject cannot be accomplished in less than one hundred and twenty sixty-minute hours or their equivalent. Schools organized on any other than a four-year basis can, nevertheless, estimate their work in terms of this unit."

The creation of the Junior High School and the Senior High School has led to a modification of the meaning of the college preparatory curriculum. Instead of insisting upon the established four-year course some institutions indicate a willingness to base their requirements upon the three years of the Senior High School....

The New England Association holds that it should be possible for the pupil who has followed a non-college preparatory curriculum in the Junior High School to meet the college entrance requirements in the Senior High School.⁸

Residence

As used in the United States residence is a term which refers primarily to the regular attendance upon courses of instruction offered by members of the teaching staff in the buildings of the college....Students

⁸Ibid., pp. 19-20.

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pursuing extension courses by correspondence or otherwise, even if they are living in or about the college, are not resident students. Every college or university listed herein requires for a baccalaureate degree at least one academic year (nine calendar months) of residence work, usually the last year, in the institution which confers the degree.⁹

Special or Unclassified Students

Almost all the colleges permit mature students (persons of the age of twenty-one years or more) to register as "special" or "unclassified" students. Persons so registered are not candidates for degrees, and if they desire to become candidates must satisfy the usual requirements for admission as well as the degree requirements. They must be qualified to pursue advanced work in the department of their choice.¹⁰

REQUIREMENTS FOR ADMISSION TO CLASSES

PROGRAM OF INSTRUCTION

Leading to a certificate:

Pre-standard courses (which are given in rotation):

Banking Fundamentals.

Commercial Law.

Negotiable Instruments.

Economics.

Leading to an advanced certificate:

Standard courses (which are given from time to time):

Standard Banking.

Credits.

⁹Ibid., p. 32.

¹⁰Ibid., p. 22.

Accounting Interpretation and Financial Statements.

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⁹Ibid., p. 38.

¹⁰Ibid., p. 38.

AMERICAN INSTITUTE OF BANKING

Springfield Chapter

The educational department of the American Bankers Association which offers courses in subjects directly related to banking and which are open only to employees of banks and brokerage houses.

LOCATION

Classes are held at the Technical High School.

PURPOSE

Education of bank employees.

REQUIREMENTS FOR ADMISSION TO CLASSES

Limited to employees of banks and brokerage houses.

PROGRAM OF INSTRUCTION

Leading to a certificate:

Pre-standard courses (which are given in rotation):

Banking Fundamentals.

Commercial Law.

Negotiable Instruments.

Economics.

Leading to an advanced certificate:

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Credits.

Accounting Interpretation and Financial
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Leading to an advanced certificate:

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time):

Standard Banking.

Credits.

Accounting Interpretation and Financial

Statements.

Bank Administration.

FEES

For the pre-standard courses, \$10 each.

For the standard courses, \$15 each.

GENERAL INFORMATION

Classes begin about the first of October and continue for about twenty-one weeks.

Hours are 7 to 9.

MAILING ADDRESS

Mr. Robert R. Emerson, Treasurer
Springfield Safe Deposit and Trust Company
Springfield, Massachusetts

ENTRANCE REQUIREMENTS

Non-sectarian.

Co-educational.

For admission to the college departments, graduation from a standard high school with the following units:

For the Bachelor of Arts course:

English 4 units

Modern Language 2 units

Latin 2 units

Science 1 unit

Bank Administration.

FEES

For the pre-standard courses, \$10 each.

For the standard courses, \$15 each.

GENERAL INFORMATION

Classes begin about the first of October and continue

for about twenty-one weeks.

Hours are 7 to 9.

MAILING ADDRESS

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Springfield Safe Deposit and Trust Company

Springfield, Massachusetts

AMERICAN INTERNATIONAL COLLEGE

An educational institution which confers bachelors' degrees and also offers instruction in high school and pre-high school subjects.

LOCATION

969 State Street, about two miles from the center of the city.

PURPOSE

To offer opportunity for advanced education to those of limited means and, also, to give opportunity to "those new in this country; to those whose education has been interrupted or belated, and to those who are handicapped by circumstances or who lack knowledge of the English language."

ENTRANCE REQUIREMENTS

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ENTRANCE REQUIREMENTS

Non-academic.
Co-educational.

For admission to the college departments, graduation from a standard high school with the following units:

For the Bachelor of Arts course:

English	4 units
Modern Language	2 "
Latin	2 "
Science	1 "

Algebra	1 unit
Geometry	1 unit
History	1 unit
Electives	4 units
Total	16 units

For the Bachelor of Science course:

English	4 units
Modern Language	2 units
Science	2 units
Algebra	2 units
Geometry	1 unit
History	1 unit
Electives	4 units
Total	16 units

PROGRAMS OF INSTRUCTION

Four-year programs:

Leading to the degree of Bachelor of Arts (A. B.)
for those who wish to specialize in the
arts.

Leading to the degree of Bachelor of Science (B. S.)
for those who wish to specialize in:
Sciences.

Social Work Sciences.

Leading to the degree of Bachelor of Business Admin-
istration (B. B. A.) for those who wish to
specialize in Business Administration.

specialize in Business Administration.

istration (B. B. A.) for those who wish to

leading to the degree of Bachelor of Business Admin-

Social Work Sciences.

Sciences.

for those who wish to specialize in:

Leading to the degree of Bachelor of Science (B. S.)

arts.

for those who wish to specialize in the

Leading to the degree of Bachelor of Arts (A. B.)

Four-year programs:

PROGRAMS OF INSTRUCTION

Total

16 units

Electives

4 units

History

1 unit

Geometry

1 unit

Algebra

3 units

Science

3 units

Modern Language

3 units

English

4 units

For the Bachelor of Science course:

Total

16 units

Electives

4 units

History

1 unit

Geometry

1 unit

Algebra

1 unit

Two-year programs:

Leading to a certificate in Business Administration
(for applicants of sufficient maturity).

Leading to a certificate in Social Work. Candidates
for this certificate must have had a high
school education or its equivalent.

Four-year programs:

Leading to a diploma in the academy department (the
equivalent of high school):

College Preparatory and English.

Commercial.

Courses in the introductory department for those who
wish to make up deficiencies in English or
in preparation for entrance into the academy
department.

Courses for special students who wish to prepare for
forms of social service.

FACULTY

In 1932-33, twenty-nine members, some part-time. Five
hold doctor's degrees; thirteen hold master's
degrees; and eight hold bachelor's degrees.

EXPENSES

School costs average from \$371.00 to \$410.00 a year,
depending upon the room selected.

Non-resident students are charged \$75.00 tuition each
semester.

Two-year programs:

Leading to a certificate in Business Administration
(for applicants of sufficient maturity).
Leading to a certificate in Social Work. Candidates
for this certificate must have had a high
school education or its equivalent.

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Leading to a diploma in the academy department (the
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EXPENSES

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depending upon the room selected.
Non-resident students are charged \$75.00 tuition each
semester.

Single courses cost \$18.75 a semester.

SCHOLARSHIPS

Range from \$5.00 to \$100.00.

NUMBER OF STUDENTS ENROLLED IN 1932, FALL SEMESTER

Total 239

College department 182

Academy department 29

NUMBER GRADUATED IN JUNE, 1932

College Department 10

Academy Department 8

STANDING OF THE COLLEGE

Some of its students have been admitted to other institutions with advanced standing. Each such acceptance, however, was made on an individual basis.

GENERAL INFORMATION

The college year begins the second Wednesday in September.

There are two semesters, each 18 weeks in length.

MAILING ADDRESS

Rev. G. V. Stryker, D. D.

Executive Secretary

969 State Street

Springfield, Massachusetts

Single courses cost \$18.75 a semester.

SCHOLARSHIPS

Range from \$5.00 to \$100.00.

NUMBER OF STUDENTS ENROLLED IN 1932, FALL SEMESTER

Total 239

College department 183

Academy department 56

NUMBER GRADUATED IN JUNE, 1932

College Department 10

Academy Department 8

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GENERAL INFORMATION

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MAILING ADDRESS

Rev. C. V. Styrker, D. D.

Executive Secretary

929 State Street

Springfield, Massachusetts

BAY PATH INSTITUTE

A private business school offering normal commercial training and instruction in the usual business subjects.

LOCATION

100 Chestnut Street, near Harrison Avenue.

PURPOSE

"To offer young people a form of higher education which is a specially developed training for business and also a preparation for a broader and a more effective life-work."

ENTRANCE REQUIREMENTS

Two-year courses:

Completion of a recognized four-year high school

course or the equivalent.

For other courses:

No definite requirement.

PROGRAMS OF INSTRUCTION

Day school:

College grade courses leading to a diploma (two years):

Accounting - Finance.

Business Administration.

Secretarial Science.

Normal Commercial.

Post-graduate Normal Training (one year).

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PROGRAMS OF INSTRUCTION

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College grade courses leading to a diploma (two

years):

Accounting - Finance.

Business Administration.

Secretarial Science.

Normal Commercial.

Post-graduate Normal Training (one year).

(Includes one-half day of supervised
teaching each day).

Standard Specialized courses leading to a certificate:

Standard Accounting (16 to 20 months).

Standard Complete Bookkeeping (10 to 14 months).

Standard Short Bookkeeping (6 to 9 months).

Clerical (7 to 9 months).

Standard Short Secretarial (11 to 13 months).

Standard Stenographic (7 to 9 months).

Stenotypy (7 to 9 months).

Combined Bookkeeping and Stenography
(10 to 12 months).

Civil Service - Bookkeeping (10 to 14 months).

Civil Service - Stenographic (7 to 9 months).

Finishing (length of time required depends
upon subject selected).

Evening School

Leading to a diploma (three years):

Business Administration.

Accounting - Finance.

Secretarial Science.

Leading to a certificate:

Bookkeeping.

Stenographic.

Business Preparatory.

(Includes one-half day of supervised
teaching each day).
Standard Specialized courses leading to a certifi-

cate:

Standard Accounting (18 to 20 months).
Standard Complete Bookkeeping (10 to 14 months).
Standard Short Bookkeeping (8 to 9 months).
Clerical (7 to 8 months).
Standard Short Secretarial (11 to 13 months).
Standard Stenographic (7 to 8 months).
Stenotypy (7 to 8 months).
Combined Bookkeeping and Stenography
(10 to 12 months).
Civil Service - Bookkeeping (10 to 14 months).
Civil Service - Stenographic (7 to 8 months).
Finishing (length of time required depends
upon subject selected).

Evening School

Leading to a diploma (three years):

Business Administration.

Accounting - Finance.

Secretarial Science.

Leading to a certificate:

Bookkeeping.

Stenographic.

Business Preparatory.

Bookkeeping - Typewriting.

Accounting.

Stenotypy.

Typewriting.

Clerical.

Sales Management (one year).

Special subjects:

Advertising.

Salesmanship.

Speed Dictation and Transcription.

English Review, or

Any Other Subject Course Offered in the

Evening Division.

Summer School:

Any of the Standard Short Courses.

Normal Course:

Subject-matter courses:

Shorthand Theory.

Shorthand Dictation.

Stenotypy.

Typewriting.

Educational Psychology.

Pedagogy.

Bookkeeping.

Accounting.

Penmanship.

Partnership.

Accounting.

Bookkeeping.

Pedagogy.

Educational Psychology.

Typewriting.

Stenotypy.

Shorthand Dictation.

Shorthand Theory.

Subject-matter courses:

Normal Courses:

Any of the Standard Short Courses.

Summer School:

Evening Division.

Any Other Subject Course Offered in the

English Review, or

Speed Dictation and Transcription.

Salesmanship.

Advertising.

Special subjects:

Sales Management (one year).

Clerical.

Typewriting.

Stenotypy.

Accounting.

Bookkeeping - Typewriting.

Method Courses:

Bookkeeping.

Shorthand Theory.

Shorthand Dictation.

FACULTY

About 35 instructors.

About 20 practice teachers.

TUITION FEES

Day Sessions - five days per week:

48 weeks	\$330.00
24 weeks	170.00
12 weeks	87.00
4 weeks	30.00

Evening Sessions - two evenings per week:

32 weeks	40.00
16 weeks	25.00
4 weeks	9.00

Special Courses - of differing lengths, \$15.00 each.

Summer School, same as for day sessions.

NUMBER OF STUDENTS ENROLLED

Approximately 525.

STANDING OF THE SCHOOL

Member of the National Association of Accredited
Commercial Schools.

Two-year Normal Course is accepted for full credit in
the School of Education, New York University.

the School of Education, New York University.
Two-year Normal Course is accepted for full credit in
Commercial Schools.

Member of the National Association of Accredited

STANDING OF THE SCHOOL

Approximately 535.

NUMBER OF STUDENTS ENROLLED

Summer School, same as for day sessions.

Special Courses - of differing lengths, \$15.00 each.

4 weeks	8.00
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18 weeks	25.00
----------	-------

32 weeks	40.00
----------	-------

Evening Sessions - two evenings per week:

4 weeks	30.00
---------	-------

12 weeks	87.00
----------	-------

24 weeks	170.00
----------	--------

48 weeks	\$330.00
----------	----------

Day Sessions - five days per week:

TUITION FEES

About 30 practice teachers.

About 35 instructors.

FACULTY

Shorthand Dictation.

Shorthand Theory.

Bookkeeping.

Method Courses:

GENERAL INFORMATION

Has been established since 1897.

Enrolls students in:

Two-year courses during September and February.

Other courses on any Monday.

No new students enrolled for less than four weeks.

Sessions:

Regular sessions from 9:15 A. M. to 12 M. and from
1:00 to 3:15 P. M., Monday through Friday.

Evening sessions:

From about the first of October to about the
first of June, on Monday and Thursday
evenings, 7 to 9:30 P. M.

Regular school year is from about the beginning of September to the end of July (48 weeks).

The Normal summer course is six weeks in length, beginning near Independence Day.

Other short courses during July and August.

Maintains a placement department.

MAILING ADDRESS

Mr. Charles F. Gaugh, Principal

Bay Path Institute

Springfield, Massachusetts

NUMBER ENROLLED IN NOVEMBER, 1932

Eighteen.

GENERAL INFORMATION

Has been established since 1887.

Enrolls students in:

Two-year courses during September and February.

Other courses on any Monday.

No new students enrolled for less than four weeks.

Sessions:

Regular sessions from 9:15 A. M. to 12 M. and from

1:00 to 3:15 P. M., Monday through Friday.

Evening sessions:

From about the first of October to about the

first of June, on Monday and Thursday

evenings, 7 to 9:30 P. M.

Regular school year is from about the beginning of Septem-

ber to the end of July (48 weeks).

The Normal summer course is six weeks in length, begin-

ning near Independence Day.

Other short courses during July and August.

Maintains a placement department.

MAILING ADDRESS

Mr. Charles F. Gough, Principal

Bay Path Institute

Springfield, Massachusetts

BERKSHIRE ART SCHOOL

A private art school.

LOCATION

3 Market Street, near the corner of Main and State Streets.

PURPOSE

"To prepare serious students for professional work in painting, modelling, illustration, and designing for the crafts and industries."

ENTRANCE REQUIREMENTS

None.

COURSES

Drawing.

Painting - still life and portraiture.

Illustration (pictorial).

Modelling.

Design.

Commercial art.

INSTRUCTORS

Two; training received under various teachers.

FEES

Lessons per week:

Charges per month:

1	\$ 7.00
2	10.00
3	15.00
4	18.00
5	20.00
10	35.00

NUMBER ENROLLED IN NOVEMBER, 1932

Eighteen.

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"To prepare serious students for professional work in painting, modelling, illustration, and design-
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ENTRANCE REQUIREMENTS

None.

COURSES

Drawing.
Painting - still life and portraiture.
Illustration (pictorial).
Modelling.
Design.
Commercial art.

INSTRUCTORS

Two; training received under various teachers.

FEES

Lessons per week: Charges per month:

1	\$ 7.00
2	10.00
3	12.00
4	14.00
5	16.00
6	18.00
7	20.00
8	22.00
9	24.00
10	26.00

NUMBER ENROLLED IN NOVEMBER, 1932

Eighteen.

SESSIONS

Mornings - each week day except Saturday from 9:00 to 11:30.

Afternoons - Tuesday and Friday from 2:00 to 5:00.

Evenings - Tuesday and Friday from 7:00 to 9:30.

GENERAL INFORMATION

Students admitted at any time.

School year begins about September 1 and continues to about the first of July.

MAILING ADDRESS

Berkshire Art School

3 Market Street

Springfield, Massachusetts

ENTRANCE REQUIREMENTS

"In general the courses are open to all students who are qualified to profit by them. If degree-credit is desired the student is advised to register as a candidate for a degree in order that his exact status may be determined and his program of studies may be approved."

SESSIONS

Mornings - each week day except Saturday from 9:00 to

11:30.

Afternoons - Tuesday and Friday from 2:00 to 5:00.

Evenings - Tuesday and Friday from 7:00 to 9:30.

GENERAL INFORMATION

Students admitted at any time.

School year begins about September 1 and continues to

about the first of July.

MAILING ADDRESS

Berkshire Art School

3 Market Street

Springfield, Massachusetts

BOSTON UNIVERSITY SCHOOL OF EDUCATION

The Connecticut Valley Division

The division of Boston University School of Education offering courses equivalent to those offered at the School of Education in Boston.

LOCATION

Winter sessions are held in the Central High School building.

Summer sessions are held on the campus of the International Y. M. C. A. College.

PURPOSE

"To meet the needs of teachers, supervisors, and principals who have already entered upon their professional work, and who desire to keep abreast of the advances in Education"; also, to give opportunity to normal school graduates and others "to secure credits towards the Bachelor's and Master's degrees and for advanced certification".

ENTRANCE REQUIREMENTS

"In general the courses are open to all students who are qualified to profit by them. If degree-credit is desired the student is advised to register as a candidate for a degree in order that his exact status may be determined and his program of studies may be approved."

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ENTRANCE REQUIREMENTS

"In general the courses are open to all students who are qualified to profit by them. If degree-credit is desired the student is advised to register as a candidate for a degree in order that his exact status may be determined and his program of studies may be approved."

For degree candidates, the following distribution of credits is required:

English	3 units
Social Studies	2 units
Mathematics	1 unit
Foreign Language	1 unit

"Of the 15 units required for admission, 11 must be in academic subjects, 7 of these prescribed, the other 4 optional. The remaining 4 units may be chosen from the above-mentioned academic subjects (including Science also) or from any subject, - commercial, practical arts, or fine arts, - credited for graduation".

PROGRAM OF COURSES

Courses given are the equivalent of those offered during the regular academic year in Boston University School of Education to which they correspond in standard and value.

Each course carries two points of credit, or two semester-hours.

It is intended that the program of courses offered shall include in turn all the required courses and other important courses in the field of Education. To date, 129 courses have been given including the 9 courses given in 1928 (the year before the Connecticut Valley School affiliated

For degree candidates, the following distribution of

credits is required:

English	3 units
Social Studies	3 units
Mathematics	1 unit
Foreign Language	1 unit

"Of the 15 units required for admission, 11 must be in academic subjects, 7 of these prescribed, the other 4 optional. The remaining 4 units may be chosen from the above-mentioned academic subjects (including Science also) or from any subject, - commercial, practical arts, or fine arts, - credited for graduation."

PROGRAM OF COURSES

Courses given are the equivalent of those offered during the regular academic year in Boston University School of Education to which they correspond in standard and value.

Each course carries two points of credit, or two semester-hours.

It is intended that the program of courses offered shall include in turn all the required courses and other important courses in the field of Education. To date, 135 courses have been given including the 3 courses given in 1938 (the year before the Connecticut Valley School affiliated

with Boston University).

FACULTY

"The faculty has been drawn from the regular staff of Boston University with few exceptions".

EXPENSES

Registration fee of \$3.00 required of those students who do not matriculate. When an enrolled student later matriculates, he must pay the balance of the matriculation fee, or \$2.00.

Matriculation fee of \$5.00 required of each new student who registers as a candidate for a degree.

Tuition fee of \$10.00 for each point of credit.

REQUIREMENTS FOR GRADUATION

For the degree of Bachelor of Science in Education (B. S. in Ed.) - a total of 120 semester hours of college work, meeting certain requirements.

In the Connecticut Valley Division, not less than 40 hours must be earned in the School of Education within a period of four consecutive years.

For the degree of Master of Education (M. Ed.) - at least 30 semester hours of approved graduate work with a thesis of approved subject-matter and treatment. Not more than six semester hours may be accepted from other institutions.

SESSIONS

Winter courses are scheduled on convenient week-days

with Boston University).

FACULTY

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EXPENSES

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Tuition fee of \$10.00 for each point of credit.

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For the degree of Bachelor of Science in Education (B. S. in Ed.) - a total of 120 semester hours of college work, meeting certain requirements.

In the Connecticut Valley Division, not less than 40 hours must be earned in the School of Education within a period of four consecutive years.

For the degree of Master of Education (M. Ed.) - at least 30 semester hours of approved graduate work with a thesis of approved subject-matter and treatment. Not more than six semester hours may be accepted from other institutions.

SESSIONS

Winter courses are scheduled on convenient week-days

from 4:15 to 6:00 P. M. and from 7:00 to 8:45

P. M., and on Saturday mornings from 9:00 to

10:45 A. M. and from 11:00 to 12:45 A. M.

Summer classes are held only in the morning.

Winter courses begin in October and February and continue

for fifteen weeks.

Summer classes are five weeks in length (Saturdays in-

cluded) beginning before the first of July and

ending about the first of August.

ENROLMENT

In 1931-32, first and second semesters, 347.

In summer session, 1932, 218.

NUMBER OF DEGREES CONFERRED IN 1932

Bachelor's, 18.

Master's, 4.

GENERAL INFORMATION

The Connecticut Valley School became affiliated with

Boston University in 1929.

During the summer session, a Demonstration School is

conducted in connection with the courses in kindergarten, primary, and elementary Education.

Students enrolled in the summer session may elect courses

in the International Y. M. C. A. College without payment of additional registration fees.

STANDING OF THE SCHOOL

"In every respect the courses in the Connecticut Valley

"In every respect the courses in the Connecticut Valley

STANDING OF THE SCHOOL

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GENERAL INFORMATION

Master's, 4.

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In summer session, 1932, 218.

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ENROLLMENT

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Summer classes are five weeks in length (Saturdays in-

for fifteen weeks.

Winter courses begin in October and February and continue

Summer classes are held only in the morning.

10:45 A. M. and from 11:00 to 12:45 A. M.

P. M., and on Saturday mornings from 9:00 to

from 4:15 to 8:00 P. M. and from 7:00 to 8:45

Division are held on a parity with the offering
of the School of Education in Boston."

Boston University is accepted by the Association of
American Colleges and Universities.

MAILING ADDRESS

Professor Edward J. Eaton, Director
School of Education, Boston University
29 Exeter Street
Boston, Massachusetts

ENTRANCE REQUIREMENTS

High school graduates preferred.

PROGRAM OF INSTRUCTION

Leads to a diploma:

Successful completion of 50 lessons.

FEE

\$50 for the course.

GENERAL INFORMATION

The school is open all year, every week-day except
Saturday.

Hours are from 8:45 A. M. to 11:45 A. M. and from
1 P. M. to 4 P. M.

Capacity, 34.

Enrollment varies. Students accepted on any school day.

School reserves the right to discontinue the course at
any time within ten days of the start if, in
the opinion of the instructor, it seems that

Division are held on a parity with the offering

of the School of Education in Boston."

Boston University is accepted by the Association of

American Colleges and Universities.

MAILING ADDRESS

Professor Edward J. Eaton, Director

School of Education, Boston University

23 Exeter Street

Boston, Massachusetts

COMPTOMETER SCHOOL

(Conducted by Felt & Tarrant Manufacturing Co.)

A course conducted by the Felt and Tarrant Manufacturing Company (manufacturers of comptometers) for the purpose of training comptometer operators.

LOCATION

1200 Main Street (State Building).

PURPOSE

To prepare skilled comptometer operators.

ENTRANCE REQUIREMENTS

High school graduates preferred.

PROGRAM OF INSTRUCTION

Leads to a diploma:

Successful completion of 50 lessons.

FEE

\$50 for the course.

GENERAL INFORMATION

The school is open all year, every week-day except Saturday.

Hours are from 8:45 A. M. to 11:45 A. M. and from 1 P. M. to 4 P. M.

Capacity, 24.

Enrolment varies. Students accepted on any school day.

School reserves the right to discontinue the course at any time within ten days of the start if, in the opinion of the instructor, it seems that

COMPTONETER SCHOOL

(Conducted by Felt & Tarant Manufacturing Co.)

A course conducted by the Felt and Tarant Manufacturing

Company (manufacturers of comptometers) for the purpose of

training comptometer operators.

LOCATION

1800 Main Street (State Building).

PURPOSE

To prepare skilled comptometer operators.

ENTRANCE REQUIREMENTS

High school graduates preferred.

PROGRAM OF INSTRUCTION

Leads to a diploma:

Successful completion of 50 lessons.

FEE

\$50 for the course.

GENERAL INFORMATION

The school is open all year, every week-day except

Saturday.

Hours are from 8:45 A. M. to 11:45 A. M. and from

1 P. M. to 4 P. M.

Capacity, 24.

Enrollment varies. Students accepted on any school day.

School reserves the right to discontinue the course at

any time within ten days of the start if, in

the opinion of the instructor, it seems that

the student cannot profit by the course. All payments made are then refunded.

MAILING ADDRESS

Comptometer School

1200 Main Street

Springfield, Massachusetts

ENTRANCE REQUIREMENTS

Graduates of the evening elementary schools and of the preparatory class of the Evening High School are admitted upon presenting evidence of their former schooling.

Pupils of the day schools who have finished the seventh grade.

Those from other schools are either examined or placed on trial to prove their qualifications.

PROGRAMS OF INSTRUCTION

Leading to a diploma for those who secure eighteen high-school credits from a prescribed list of subjects. Only a limited number of points in penmanship, drawing, and typewriting can be offered toward graduation credit. At least one semester of English must have been completed in either day school or in Evening School.

the student cannot profit by the course. All
payments made are then refunded.

MAILING ADDRESS

Comptometer School
1200 Main Street
Springfield, Massachusetts

EVENING HIGH SCHOOL

Public evening school offering instruction in commercial and academic subjects of high school grade.

PURPOSE

To provide opportunity in the evening to men and women

- (1) to take up work in various commercial and academic subjects and (2) to complete their high school education.

ENTRANCE REQUIREMENTS

Graduates of the evening elementary schools and of the preparatory class of the Evening High School are admitted upon presenting evidence of their former schooling.

Pupils of the day schools who have finished the seventh grade.

Those from other schools are either examined or placed on trial to prove their qualifications.

PROGRAMS OF INSTRUCTION

Leading to a diploma for those who secure eighteen diploma points from a prescribed list of subjects.

Only a limited number of points in penmanship, drawing, and typewriting can be offered toward graduation credit. At least one semester of English must have been completed in either day school or in Evening School.

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ENTRANCE REQUIREMENTS

Graduates of the evening elementary schools and of the preparatory class of the Evening High School are admitted upon presenting evidence of their former schooling. Pupils of the day schools who have finished the seventh grade.

Those from other schools are either examined or placed on trial to prove their qualifications.

PROGRAMS OF INSTRUCTION

Leading to a diploma for those who secure eighteen diploma points from a prescribed list of subjects. Only a limited number of points in penmanship, drawing, and typewriting can be offered toward graduation credit. At least one semester of English must have been completed in either day school or in Evening School.

Leading to a certificate for those who have successfully completed the scholastic and attendance requirements in each subject.

Preparatory class work is offered for those pupils who are not prepared to enter the Evening High School.

FEEES

A registration fee of one dollar is required of each pupil at the time of enrolment. This money is refunded at the end of the school year in accordance with certain regulations.

Tuition is free to the residents of Springfield.

Non-residents are charged at the rate of \$20.00 for the school year.

GENERAL INFORMATION

Has been organized since 1897.

Sessions - Monday and Thursday evenings from 7:15 to 9:15, beginning about November 1 and continuing to about April 1. (Normally, sessions are held three evenings per week, beginning about the first of October and continuing for 72 evenings.)

leading to a certificate for those who have successfully completed the scholastic and attendance requirements in each subject.

Preparatory class work is offered for those pupils who are not prepared to enter the Evening High School.

FEES

A registration fee of one dollar is required of each pupil at the time of enrollment. This money is refunded at the end of the school year in accordance with certain regulations. Tuition is free to the residents of Springfield. Non-residents are charged at the rate of \$30.00 for the school year.

GENERAL INFORMATION

Has been organized since 1897. Sessions - Monday and Thursday evenings from 7:15 to 9:15, beginning about November 1 and continuing to about April 1. (Normally, sessions are held three evenings per week, beginning about the first of October and continuing for 72 evenings.)

EVENING TECHNICAL SCHOOL

Public evening school offering instruction in technical and allied subjects.

LOCATION

53 Elliot Street.

PURPOSE

"Offers opportunities to men and women who are employed during the day to take up work in various technical subjects with a three-fold purpose: (1) to perfect themselves along certain lines pertaining to their work; (2) as beginners to take work in the fundamentals of several trades; (3) as craftsmen to create or perfect their skill in design and execution in handicrafts not generally followed as trades".

ENTRANCE REQUIREMENTS

For the engineering course, completion of the eighth grade is preferred, although some exceptions are made in individual cases.

PROGRAMS OF INSTRUCTION

Leading to a diploma for those who complete the engineering course, normally a three-years' undertaking.
Leading to a certificate for those who satisfactorily complete any unit course.

FACULTY

Numbers about 24.

EVENING TECHNICAL SCHOOL

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PURPOSE

"Offers opportunities to men and women who are employed

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ENTRANCE REQUIREMENTS

For the engineering course, completion of the eighth grade is preferred, although some exceptions are made in individual cases.

PROGRAMS OF INSTRUCTION

Leading to a diploma for those who complete the engineering course, normally a three-years' undertaking. Leading to a certificate for those who satisfactorily complete any unit course.

FACULTY

Numbers about 34.

EXPENSES

Tuition is free to all persons over fourteen years of age who are residents of Springfield.

Non-residents are charged a tuition fee of \$20.00.

Fees, ranging from one dollar to three dollars, are charged in certain courses for materials and incidental expenses.

NUMBER OF STUDENTS ENROLLED IN 1932, FALL SEMESTER

275.

GENERAL INFORMATION

Classes

Held Tuesday and Thursday evenings from about November 1 to about April 1.

Hours are from 7:15 to 9:15 P. M.

Certain courses which parallel day school work may be accepted for day school credit.

It should be noted that, unlike Trade School requirement for evening courses, Evening Technical School does not require that day employment correspond to courses selected.

MAILING ADDRESS

Mr. Raymond E. Parker, Principal

Evening Technical School

53 Elliot Street

Springfield, Massachusetts

EXPENSES

Tuition is free to all persons over fourteen years of age who are residents of Springfield. Non-residents are charged a tuition fee of \$20.00. Fees, ranging from one dollar to three dollars, are charged in certain courses for materials and incidental expenses.

NUMBER OF STUDENTS ENROLLED IN 1932, FALL SEMESTER

275.

GENERAL INFORMATION

Classes

Held Tuesday and Thursday evenings from about November 1 to about April 1. Hours are from 7:15 to 8:15 P. M. Certain courses which paralleled day school work may be accepted for day school credit. It should be noted that, unlike Trade School requirement for evening courses, Evening Technical School does not require that day employment correspond to courses selected.

MAILING ADDRESS

Mr. Raymond E. Parker, Principal
Evening Technical School
53 Elliot Street
Springfield, Massachusetts

EVENING TRADE SCHOOL

Public evening school offering instruction to tradesmen along lines of present employment.

LOCATION

32 Spring Street.

PURPOSE

To help young men who are tradesmen to become better informed in their trades through trade extension courses.

ENTRANCE REQUIREMENTS

Must be 16 or over.

Day employment must correspond to the evening course selected.

FEES FOR CLASSES

Two dollars.

FEES FOR MATERIALS

None.

FACULTY

Twelve men.

NUMBER OF STUDENTS ENROLLED IN 1932, FALL SEMESTER

149.

NUMBER OF STUDENTS COMPLETING COURSES, 1932

15 diplomas for complete course.

89 certificates for unit courses.

GRADUATION REQUIREMENTS

Completion of required number of trade units in the

EVENING TRADE SCHOOL

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LOCATION

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PURPOSE

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ENTRANCE REQUIREMENTS

Must be 16 or over.

Day employment must correspond to the evening course

selected.

FEES FOR CLASSES

Two dollars.

FEES FOR MATERIALS

None.

FACULTY

Twelve men.

NUMBER OF STUDENTS ENROLLED IN 1932, FALL SEMESTER

142.

NUMBER OF STUDENTS COMPLETING COURSES, 1932

15 diplomas for complete course.

83 certificates for unit courses.

GRADUATION REQUIREMENTS

Completion of required number of trade units in the

trade course.

GENERAL INFORMATION

Classes

Held on Tuesday and Thursday evenings from about

November 1 to about April 1.

No class is conducted for less than 12.

New classes may be formed upon the request of 15

or more for the same subject.

None of the credits earned may be applied to day school.

MAILING ADDRESS

Mr. George A. Burrridge, Principal

Evening Trade School

32 Spring Street

Springfield, Massachusetts

PROGRAMS OF INSTRUCTION

Leading to a diploma:

Commercial (6 to 8 months).

Accounting (3 years).

Stenographic (6 to 8 months).

Secretarial (1 year).

Specialized Secretarial (length depends upon type of specialization).

Teachers' Training (2 and 3 years).

Other courses:

trade course.

GENERAL INFORMATION

Classes

Held on Tuesday and Thursday evenings from about

November 1 to about April 1.

No class is conducted for less than 12.

New classes may be formed upon the request of 15

or more for the same subject.

None of the credits earned may be applied to day

school.

MAILING ADDRESS

Mr. George A. Burdige, Principal

Evening Trade School

32 Spring Street

Springfield, Massachusetts

THE GODDARD SCHOOL OF BUSINESS

A private business school which also maintains an art department.

LOCATION

619 State Street, near the new Odd Fellows Temple.

PURPOSE

To assist "young people to secure a type of training which will enable them to accept positions of responsibility where executive ability is a necessary requisite".

ENTRANCE REQUIREMENTS

High school graduation. (Deficiencies may be made up at the school.)

FACULTY

Five, Fall, 1932.

PROGRAMS OF INSTRUCTION

Leading to a diploma:

Commercial (6 to 8 months).

Accounting (2 years).

Stenographic (6 to 9 months).

Secretarial (1 year).

Specialized Secretarial (Length depends upon type of specialization).

Teachers' Training (2 and 3 years).

Other courses:

THE CONCORD SCHOOL OF BUSINESS

A business school which also maintains an art

department.

LOCATION

415 State Street, near the new Odd Fellows Temple.

PHONE

To send out young people to secure a type of training which will enable them to accept positions of

responsibility where executive ability is a

necessary requisite.

ENTRANCE REQUIREMENTS

High school graduation. (Admission may be made on

"or the above")

FACULTY

Five, full time.

Students of 100.

Leading to a diploma.

Commercial (6 to 8 months).

Accounting (2 years).

Stenographic (2 to 3 months).

Secretarial (1 year).

Specialized Secretarial (length depends upon type

of specialization).

Teacher Training (2 and 3 years).

Other courses:

Art:

Commercial Illustration.

Interior Decorating.

Graphic.

Architecture.

Music.

Single courses to meet the needs of the individual.

TUITION

Diploma courses, \$20 to \$25 per month.

Art courses, \$10 for four weeks (two one-half day sessions per week).

Music, private lessons.

Registration fee, \$5 to \$10.

ENROLMENT

About 45, Fall semester, 1932.

SESSIONS

Regular sessions every week-day except Saturday from 9:00 A. M. to 3:15 P. M.

Evening classes on Tuesday and Thursday evenings from 7:15 to 9:15.

Summer sessions from 9:00 A. M. to 1:30 P. M.

GENERAL INFORMATION

The school was established in 1931.

Students are admitted on any school day.

Students are admitted on any school day.
The school was established in 1931.

GENERAL INFORMATION

Summer sessions from 8:00 A. M. to 1:30 P. M.

7:15 to 8:15.

Evening classes on Tuesday and Thursday evenings from

8:00 A. M. to 8:15 P. M.

Regular sessions every week-day except Saturday from

SESSIONS

About 45, Fall semester, 1932.

ENROLLMENT

Registration fee, \$5 to \$10.

Music, private lessons.

sessions per week).

Art courses, \$10 for four weeks (two one-half day

Diploma courses, \$30 to \$35 per month.

TUITION

Single courses to meet the needs of the individual.

Music.

Architecture.

Graphic.

Interior Decorating.

Commercial Illustration.

Art:

INTERNATIONAL YOUNG MEN'S CHRISTIAN ASSOCIATION COLLEGE
MAILING ADDRESS

Mr. Ernest J. Goddard, Principal

The Goddard School of Business

619 State Street

Springfield, Massachusetts

287 Hickory Street, at end of King Street car line.

PURPOSE

To prepare directors for the Young Men's Christian Association and to give training in all forms of leadership in social, physical, and religious activities among boys and men.

ENTRANCE REQUIREMENTS

Membership in good standing of an evangelical church.

Graduation from a recognized secondary school.

For admission to the Bachelor of Science course:

English	3 units
History	1 unit
Mathematics	3 units
Chemistry	1 unit
Physics	1 unit
Electives, including French or German	7 units
Total	15 units

FACULTY

Forty-eight members. Thirteen hold doctor's degrees; nineteen hold master's degrees; and fourteen

MAILING ADDRESS

Mr. Ernest J. Goddard, Principal

The Goddard School of Business

612 State Street

Springfield, Massachusetts

INTERNATIONAL YOUNG MEN'S CHRISTIAN ASSOCIATION COLLEGE

(Popularly known as Springfield College)

A college for training of athletic directors and Y. M. C. A. leaders.

LOCATION

287 Hickory Street, at end of King Street car line.

PURPOSE

To prepare directors for the Young Men's Christian Association and to give training in all forms of leadership in social, physical, and religious activities among boys and men.

ENTRANCE REQUIREMENTS

Membership in good standing of an evangelical church.

Graduation from a recognized secondary school.

For admission to the Bachelor of Science course:

English	3 units
History	1 unit
Mathematics	2 units
Chemistry	1 unit
Physics	1 unit
Electives, including French or German	7 units
Total	16 units

FACULTY

Forty-eight members. Thirteen hold doctor's degrees; nineteen hold master's degrees; and fourteen

INTERNATIONAL YOUNG MEN'S CHRISTIAN ASSOCIATION COLLEGE

(Popularly known as Springfield College)

A college for training of athletic directors and

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To prepare directors for the Young Men's Christian Association and to give training in all forms of leadership in social, physical, and religious activities among boys and men.

ENTRANCE REQUIREMENTS

Membership in good standing of an evangelical church.

Graduation from a recognized secondary school.

For admission to the Bachelor of Science course:

3 units	English
1 unit	History
3 units	Mathematics
1 unit	Chemistry
1 unit	Physics

Electives, including French

7 units or German

16 units Total

FACULTY

Forty-eight members. Thirteen hold doctor's degrees; nineteen hold master's degrees; and fourteen

hold bachelor's degrees.

PROGRAMS OF INSTRUCTION

Four-year programs leading to the following degrees:

Bachelor of Science (B. S.).

Bachelor of Humanities (B. H.).

Bachelor of Physical Education (B. P. E.).

Graduate programs leading to the following degrees:

Master of Education (M. Ed.).

Master of Humanities (M. H.).

Master of Physical Education (M. P. E.).

Special courses in the summer school.

EXPENSES

Tuition - \$300.00 a year.

Registration - \$5.00.

Graduation - \$5.00.

Laboratory - \$9.00 to \$13.00.

Student Association - \$26.00

Summer school

Registration - \$3.00

Each 56 hour course (3 semester hours credit)

\$30.00

Practice and coaching courses ranging from \$8.00

to \$15.00, depending upon the length of the course.

SCHOLARSHIPS

Twenty foreign students are given scholarships ranging

Twenty foreign students are given scholarships ranging

SCHOLARSHIPS

the course.

to \$15.00, depending upon the length of

Practice and coaching courses ranging from \$8.00

\$30.00

Each 56 hour course (3 semester hours credit)

Registration -- \$5.00

Summer school

Student Association -- \$26.00

Laboratory -- \$9.00 to \$13.00.

Graduation -- \$5.00.

Registration -- \$5.00.

Tuition -- \$300.00 a year.

EXPENSES

Special courses in the summer school.

Master of Physical Education (M. P. E.).

Master of Humanities (M. H.).

Master of Education (M. Ed.).

Graduate programs leading to the following degrees:

Bachelor of Physical Education (B. P. E.).

Bachelor of Humanities (B. H.).

Bachelor of Science (B. S.).

Four-year programs leading to the following degrees:

PROGRAMS OF INSTRUCTION

hold bachelor's degrees.

from \$45.00 to \$650.00.

Forty-six graduate scholarships are granted. They range from \$300.00 to \$600.00 each.

NUMBER OF STUDENTS ENROLLED

Academic, November, 1932	506
--------------------------	-----

Graduate, November, 1932	57
--------------------------	----

Summer school 1932	116
--------------------	-----

NUMBER OF DEGREES CONFERRED IN JUNE, 1932

Academic	125
----------	-----

Graduate	14
----------	----

STANDING OF THE COLLEGE

"The College has been accredited as an institution of higher learning of collegiate rank by the American Council on Education, the New England Association of Colleges and Secondary Schools, the State Board of Education of Massachusetts, the State Board of Regents of the University of the State of New York, by the State Boards of Education of over forty states, for the pre-medical training by the American Medical Association and for preseminary training by leading theological seminaries. The college is a member of the Association of American Colleges."

GENERAL INFORMATION

The school year begins about the middle of September and continues to about the middle of June.

Forty-six graduate scholarships are granted. They range from \$500.00 to \$800.00 each. From \$45.00 to \$850.00.

NUMBER OF STUDENTS ENROLLED

Academic, November, 1933	508
Graduate, November, 1933	57
Summer school 1933	116

NUMBER OF DEGREES CONFERRED IN JUNE, 1933

Academic	125
Graduate	14

STANDING OF THE COLLEGE

"The College has been accredited as an institution of higher learning of collegiate rank by the American Council on Education, the New England Association of Colleges and Secondary Schools, the State Board of Education of Massachusetts, the State Board of Regents of the University of the State of New York, by the State Boards of Education of over forty states, for the pre-medical training by the American Medical Association and for pre-seminary training by leading theological seminaries. The college is a member of the Association of American Colleges."

GENERAL INFORMATION

The school year begins about the middle of September and continues to about the middle of June.

The summer school is held approximately during the month of July. Classes are held six days a week for five weeks.

MAILING ADDRESS

Dr. Frank N. Seerley, Dean

International Young Men's Christian Association College
Springfield, Massachusetts

PURPOSE

"To familiarize with the work of the Springfield library a number of persons available for appointment in case of vacancies."

ENTRANCE REQUIREMENTS

Graduation from high school is regarded as a minimum requirement.

Candidates must be between the ages of 18 and 35.

Candidates must qualify by passing an entrance examination.

Classes are limited to ten members.

PROGRAM OF INSTRUCTION

Covers a period of nine and one-half months.

Combines instruction and practice in each of the main departments of the library.

Leads to a certificate.

GENERAL INFORMATION

Examinations are held in June.

Classes begin the middle of September.

Apprentices give their services without pay.

The summer school is held approximately during the month
 of July. Classes are held six days a week for
 five weeks.

MAILING ADDRESS

Dr. Frank M. Seerley, Dean
 International Young Men's Christian Association College
 Springfield, Massachusetts

MAILING ADDRESS

LIBRARY TRAINING CLASS

Mr. H. C. The City Library Association

Course conducted by the City Library Association for training of librarians.

LOCATION

City Library, 220 State Street.

PURPOSE

"To familiarize with the work of the Springfield library a number of persons available for appointment in case of vacancies."

ENTRANCE REQUIREMENTS

Graduation from high school is regarded as a minimum requirement.

Candidates must be between the ages of 18 and 35.

Candidates must qualify by passing an entrance examination.

Classes are limited to ten members.

PROGRAM OF INSTRUCTION

Covers a period of nine and one-half months.

Combines instruction and practice in each of the main departments of the library.

Leads to a certificate.

GENERAL INFORMATION

Examinations are held in June.

Classes begin the middle of September.

Apprentices give their services without pay.

LIBRARY TRAINING CLASS

The City Library Association

Course conducted by the City Library Association for

training of librarians.

LOCATION

City Library, 320 State Street.

PURPOSE

"To familiarize with the work of the Springfield Library

a number of persons available for appointment

in case of vacancies."

ENTRANCE REQUIREMENTS

Graduation from high school is regarded as a minimum

requirement.

Candidates must be between the ages of 18 and 25.

Candidates must qualify by passing an entrance examination.

Classes are limited to ten members.

PROGRAM OF INSTRUCTION

Covers a period of nine and one-half months.

Combines instruction and practice in each of the main

departments of the library.

Leads to a certificate.

GENERAL INFORMATION

Examinations are held in June.

Classes begin the middle of September.

Apprentices give their services without pay.

MAILING ADDRESS

Mr. H. C. Wellman, Librarian
The City Library Association
Springfield, Massachusetts

"To prepare for college and for life".

STUDENT REQUIREMENTS

Constitutional.

No examinations are required. A student is classified

in one of the five forms (covering the ninth

to every year and the fourth year of

high school) according to the credits she has

earned in her previous studies. Completion of

ninth grade work is required for admission to

the first form.

PROGRAMS OF INSTRUCTION

Leading to a Degree:

College preparatory - a four-year's course, concluded

by either college certificate, or Board ex-

amination.

Two year intensive review - a year's careful study

of identified college preparation.

concluded by either college certificate,

or Board examination.

MAILING ADDRESS

Mr. H. C. Wellman, Librarian
The City Library Association
Springfield, Massachusetts

THE MACDUFFIE SCHOOL

Private school for girls from pre-school through college preparatory grades.

LOCATION

182 Central Street.

PURPOSE

"To prepare for college and for life".

ENTRANCE REQUIREMENTS

Udenominational.

No examinations are required. A student is classified in one of the five forms (covering the ninth grade of grammar school and the four years of high school) according to the credits she has earned in her previous studies. Completion of eighth grade work is required for admission to the first form.

PROGRAMS OF INSTRUCTION

Leading to a diploma:

College preparatory - a four-years' course, concluded by either college certificate, or Board examination.

One year intensive review - a year's careful completion of insufficient college preparation, concluded by either college certificate, or Board examination.

MAILING ADDRESS

Dr. and Mrs. John MacDuffie, Principals
182 Central Street
Springfield, Massachusetts

THE MACDUFFIE SCHOOL

Private school for girls from pre-school through college

preparatory grades.

LOCATION

183 Central Street.

PURPOSE

"To prepare for college and for life".

ENTRANCE REQUIREMENTS

Undernominal.

No examinations are required. A student is classified in one of the five forms (covering the ninth grade of grammar school and the four years of high school) according to the credits she has earned in her previous studies. Completion of eighth grade work is required for admission to the first form.

PROGRAMS OF INSTRUCTION

Leading to a diploma:

College preparatory - a four-years' course, concluded by either college certificate, or Board examination.

One year intensive review - a year's careful completion of insufficient college preparation, concluded by either college certificate, or Board examination.

General course - a four-years' course of cultural studies.

Special students admitted.

FACULTY

18 members. One holds a doctor's degree; two hold master's degrees; and four hold bachelor's degrees.

EXPENSES

Day school - tuition ranges from \$125 in the pre-school classes to \$400 in the secondary school classes. There is an extra charge for the country day plan.

Boarding school - \$1050 and up.

NUMBER OF STUDENTS ENROLLED IN 1932, FALL SEMESTER

Day students, 58.

Boarding school students, 16.

NUMBER GRADUATED IN JUNE, 1932

Thirteen.

STANDING OF THE SCHOOL

Has been a member of the New England College Certificate Board since the founding of the board.

Graduates are admitted on certificate to all those women's colleges which allow certification.

MAILING ADDRESS

Dr. and Mrs. John MacDuffie, Principals
182 Central Street
Springfield, Massachusetts

General course - a four-years' course of cultural

studies.

Special students admitted.

FACULTY

18 members. One holds a doctor's degree; two hold
master's degrees; and four hold bachelor's
degrees.

EXPENSES

Day school - tuition ranges from \$125 in the pre-school
classes to \$400 in the secondary school classes.
There is an extra charge for the country day
plan.

Boarding school - \$1050 and up.

NUMBER OF STUDENTS ENROLLED IN 1932, FALL SEMESTER

Day students, 58.

Boarding school students, 13.

NUMBER GRADUATED IN JUNE, 1932

Thirteen.

STANDING OF THE SCHOOL

Has been a member of the New England College Certificate

Board since the founding of the board.

Graduates are admitted on certificate to all those

women's colleges which allow certification.

MAILING ADDRESS

Dr. and Mrs. John MacDuffie, Principals

182 Central Street

Springfield, Massachusetts

MERCY HOSPITAL

School of Nursing

A course conducted in connection with the Mercy Hospital for the training of nurses.

LOCATION

233 Carew Street

PURPOSE

To give opportunity to young women to prepare themselves in the vocation of nursing.

ENTRANCE REQUIREMENTS

Although conducted under Catholic auspices, there is no religious requirement made of students.

Candidates must be between 18 and 30 years of age.

Graduation from High School.

COURSE

Covers a period of three years. The first four months of this period consist of a preliminary period.

All time lost for any reasons must be made up.

Gives training in:

Medical nursing.

Surgical nursing.

Obstetrical nursing.

Pediatric nursing.

SIZE

General hospital of 400 beds.

Private patient beds, 333.

MERCY HOSPITAL

School of Nursing

A course conducted in connection with the Mercy Hospital

for the training of nurses.

LOCATION

233 Carey Street

PURPOSE

To give opportunity to young women to prepare themselves

in the vocation of nursing.

ENTRANCE REQUIREMENTS

Although conducted under Catholic auspices, there is no

religious requirement made of students.

Candidates must be between 18 and 30 years of age.

Graduation from High School.

COURSE

Covers a period of three years. The first four months

of this period consist of a preliminary period.

All time lost for any reasons must be made up.

Gives training in:

Medical nursing.

Surgical nursing.

Obstetrical nursing.

Pediatric nursing.

SIZE

General hospital of 400 beds.

Private patient beds, 233.

Average number of patients daily, 226.

EXPENSES

No tuition.

ALLOWANCE

None.

HOURS OF DUTY

Not more than eight hours per day.

VACATION

Two weeks per year.

GRADUATION

Diploma making student eligible for examination for her degree of R. N.

GENERAL INFORMATION

Classes are formed in September and February.

STANDING OF THE SCHOOL

At present, there is no accrediting organization for nurse training schools. However, the hospital is on the approved list of the American College of Surgeons.

MAILING ADDRESS

Sister Mary Norbert, Superintendent
Mercy Hospital
Springfield, Massachusetts

Springfield, Massachusetts

Mercy Hospital

Sister Mary Norbert, Superintendent

MAILING ADDRESS

of Surgeons.

is on the approved list of the American College
nurse training schools. However, the hospital
At present, there is no accrediting organization for

STANDING OF THE SCHOOL

Classes are formed in September and February.

GENERAL INFORMATION

degree of R. N.

Diploma making student eligible for examination for her

GRADUATION

Two weeks per year.

VACATION

Not more than eight hours per day.

HOURS OF DUTY

None.

ALLOWANCE

No tuition.

EXPENSES

Average number of patients daily, 236.

NORTHEASTERN UNIVERSITY

Springfield Division

An evening college offering courses in the fields of business, law, and engineering.

LOCATION

114 Chestnut Street, near Hillman Street.

PURPOSE

"To meet the needs of those men and women who are employed during the day who wish to supplement their education either through the study of law or by a systematic study of the principles and practices of organized business as applied to actual business problems."

ENTRANCE REQUIREMENTS

For degree candidates:

Graduation from an approved secondary school or its equivalent, or

Graduation from an institution of recognized collegiate grade, or

Completion of fifteen units of secondary school work in an approved four-year day high school or in a school of equal grade, or

Completion of twelve units of secondary school work in an approved day senior high school.

Special students admitted to take separate courses:

NORTHEASTERN UNIVERSITY

Springfield Division

An evening college offering courses in the fields of

business, law, and engineering.

LOCATION

114 Chestnut Street, near Hillman Street.

PURPOSE

"To meet the needs of those men and women who are em-

ployed during the day who wish to supplement their education either through the study of law or by a systematic study of the principles and practices of organized business as applied to

actual business problems."

ENTRANCE REQUIREMENTS

For degree candidates:

Graduation from an approved secondary school or its

equivalent, or

Graduation from an institution of recognized col-

legiate grade, or

Completion of fifteen units of secondary school

work in an approved four-year day high

school or in a school of equal grade, or

Completion of twelve units of secondary school work

in an approved day senior high school.

Special students admitted to take separate courses:

Applicants between 18 and 21 must have completed eight units of work in an approved secondary school.

Applicants over 21 may be admitted provided, in the judgment of the Committee on Administration, they are qualified to pursue the course.

PROGRAMS OF INSTRUCTION

Six-year programs:

Leading to the degree of Bachelor of Business Administration (B. B. A.) for those who wish to specialize in:

Accounting.

Business Administration.

Law and Business.

Leading to the degree of Bachelor of Commercial Science (B. S. C.) for those who wish to specialize in Applied Science (in the field of engineering).

Leading to the degree of Master of Business Administration (M. B. A.) for the graduates of approved Colleges, Universities, and Technical Schools.

Five-year program:

Leading to the degree of Bachelor of Laws (LL. B.) for those who wish to specialize in Law.

Applicants between 15 and 21 must have completed

eight units of work in an approved

secondary school.

Applicants over 21 may be admitted provided, in the

Judgment of the Committee on Admissions-

tion, they are qualified to pursue the

course.

PROGRAMS OF INSTRUCTION

Six-year programs:

Leading to the degree of Bachelor of Business Ad-

ministration (B. B. A.) for those who

wish to specialize in:

Accounting.

Business Administration.

Law and Business.

Leading to the degree of Bachelor of Commercial

Science (B. S. C.) for those who wish

to specialize in Applied Science (in

the field of engineering).

Leading to the degree of Master of Business Adminis-

tration (M. B. A.) for the graduates of

approved Colleges, Universities, and

Technical Schools.

Five-year program:

Leading to the degree of Bachelor of Laws (B. L. S.)

for those who wish to specialize in law.

Four-year program:

Leading to a certificate in the field of Accounting.
Pre-college courses for those who wish to make up deficiencies of high school preparation:

Algebra.

Geometry.

American History.

Elementary Economics.

English I.

English II.

FACULTY

Law School (1931-32):

Instructors in the Law School are all practicing attorneys. Sixteen hold Bachelor of Laws degrees; one holds a Master of Laws degree. Each lectures on a special subject.

School of Business (1931-32):

There are 27 members. Three hold doctor's degrees; seven hold master's degrees; and sixteen hold bachelor's degrees.

EXPENSES

Matriculation fee: \$5.00.

Law School:

Year - \$150.00.

Semester hour - \$12.00

Four-year program:

Leading to a certificate in the field of accounting.

Pre-college courses for those who wish to make up deficiencies of high school preparation:

Algebra.

Geometry.

American History.

Elementary Economics.

English I.

English II.

FACULTY

Law School (1931-32):

Instructors in the Law School are all practicing

attorneys. Sixteen hold Bachelor of

Law degrees; one holds a Master of Laws

degree. Each lectures on a special subject.

School of Business (1931-32):

There are 27 members. Three hold doctor's degrees;

seven hold master's degrees; and sixteen

hold bachelor's degrees.

EXPENSES

Matriculation fee: \$5.00.

Law School:

Year - \$150.00.

Semester hour - \$12.00

Business School:

Year - \$120.00.

Single courses:

Two semester hours' credit - \$20.00

SCHOLARSHIPS

Junior scholarship of \$25.00.

Sophomore scholarship of \$25.00

Freshman scholarship of \$100.00 toward freshman tuition.

NUMBER OF STUDENTS ENROLLED IN 1930-31

School of Law	122
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School of Business	346
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NUMBER OF DEGREES CONFERRED IN 1930

School of Law	16
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School of Business	12
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STANDING OF THE SCHOOL

The usual organizations for the accrediting of colleges and universities do not recognize schools which are conducted only in the evening. However, students are often admitted to other institutions with advanced standing. Each application is acted upon individually.

GENERAL INFORMATION

Classes begin about the first of September and continue to about the middle of June.

Regular classes are held five nights per week from 7 to 9 P. M.

Classes for pre-college courses are held from 7 to 10 P.M.

Classes for pre-college courses are held from 7 to 10 P.M.
7 to 9 P.M.

Regular classes are held five nights per week from

to about the middle of June.

Classes begin about the first of September and continue

GENERAL INFORMATION

is acted upon individually.

tions with advanced standing. Each application
students are often admitted to other institu-

are conducted only in the evening. However,

and universities do not recognize schools which

The naval organizations for the accrediting of colleges

STANDING OF THE SCHOOL

School of Business

18

School of Law

18

NUMBER OF DEGREES CONFERRED IN 1930

School of Business

348

School of Law

188

NUMBER OF STUDENTS ENROLLED IN 1930-31

Freshman scholarship of \$100.00 toward freshman tuition.

Sophomore scholarship of \$85.00

Junior scholarship of \$25.00.

SCHOLARSHIPS

Two semester hours' credit - \$30.00

Single courses:

Year - \$120.00.

Business School:

MAILING ADDRESS

Northeastern University

Springfield Division

114 Chestnut Street

Springfield, Massachusetts

"To give those seriously interested in creative art an opportunity to study drawing, painting, and sculpture in Springfield."

ENTRANCE REQUIREMENTS

None.

TYPES OF INSTRUCTION

Drawing and painting from nude and costume models.

Clay modelling.

Landscapes and still life.

Composition and quick sketching.

INSTRUCTORS

Two; graduates of New School of Design, Boston and of Massachusetts School of Art, respectively.

SCHOOL SESSIONS

Monday, Wednesday, and Thursday evenings, from 7 to 9:30 P. M.

NUMBER ENROLLED IN NOVEMBER, 1932

Ten

FEES

Laboratory, \$3 per year.

Three evenings a week, \$12 per month.

Three months, \$36.

MAILING ADDRESS

Northeastern University

Springfield Division

114 Chestnut Street

Springfield, Massachusetts

THE SPRINGFIELD ART SCHOOL

A private art school.

LOCATION

66 Harrison Avenue.

PURPOSE

"To give those seriously interested in creative art an opportunity to study drawing, painting, and sculpture in Springfield."

ENTRANCE REQUIREMENTS

None.

TYPES OF INSTRUCTION

Drawing and painting from nude and costume models.

Clay modelling.

Landscape and still life.

Composition and quick sketching.

INSTRUCTORS

Two; graduates of New School of Design, Boston and of Massachusetts School of Art, respectively.

SCHOOL SESSIONS

Monday, Wednesday, and Thursday evenings, from 7 to 9:30 P. M.

NUMBER ENROLLED IN NOVEMBER, 1932

Ten

FEES

Laboratory, \$3 per year.

Three evenings a week, \$15 per month.

Three months, \$36.

THE SPRINGFIELD ART SCHOOL

A private art school.

LOCATION

88 Harrison Avenue.

PURPOSE

"To give those seriously interested in creative art an opportunity to study drawing, painting, and sculpture in Springfield."

ENTRANCE REQUIREMENTS

None.

TYPES OF INSTRUCTION

Drawing and painting from nude and costume models.
Clay modelling.
Landscape and still life.
Composition and quick sketching.

INSTRUCTORS

Two; graduates of New School of Design, Boston and of Massachusetts School of Art, respectively.

SCHOOL SESSIONS

Monday, Wednesday, and Thursday evenings, from 7 to

9:30 P. M.

NUMBER ENROLLED IN NOVEMBER, 1933

Ten

FEES

Laboratory, \$3 per year.
Three evenings a week, \$15 per month.
Three months, \$58.

SCHOLARSHIP

A private business school offering instruction in the usual business subjects and in preparation for civil service examinations.

One-half year scholarship is available for a Western Massachusetts High School student over 16 years of age.

MAILING ADDRESS

Miss Marion Huse, Director corner of State Street.

The Springfield Art School

66 Harrison Avenue beginning office assistants and to

Springfield, Massachusetts rapid promotion to positions of greater responsibility and reward.

ENTRANCE REQUIREMENTS

For courses marked † below:

High school graduation, or

Entrance examination.

For other courses:

No definite requirement.

PROGRAMS OF INSTRUCTION

Day School:

Leading to a diploma:

† General Business (12 months).

† Advanced Accounting (2 years).

† Combined Business (15 to 20 months)

Includes all the subjects taught in

both the General Business and

the Stenographic courses.

† Junior Secretarial (12 months).

SCHOLARSHIP

One-half year scholarship is available for a Western

Massachusetts High School student over 16

years of age.

MAILING ADDRESS

Miss Marion Hase, Director

The Springfield Art School

88 Harrison Avenue

Springfield, Massachusetts

SPRINGFIELD CIVIL SERVICE AND COMMERCIAL SCHOOL

A private business school offering instruction in the usual business subjects and in preparation for civil service examinations.

LOCATION

1123 Main Street, near the corner of State Street.

PURPOSE

To supply competent beginning office assistants and to educate for more rapid promotion to positions of greater responsibility and reward.

ENTRANCE REQUIREMENTS

For courses marked # below:

High school graduation, or

Entrance examination.

For other courses:

No definite requirement.

PROGRAMS OF INSTRUCTION

Day School:

Leading to a diploma:

General Business (12 months).

Advanced Accounting (2 years).

Combined Business (15 to 20 months)

Includes all the subjects taught in

both the General Business and

the Stenographic courses.

Junior Secretarial (12 months).

SPRINGFIELD CIVIL SERVICE AND COMMERCIAL SCHOOL

A private business school offering instruction in the usual business subjects and in preparation for civil service examinations.

LOCATION

1133 Main Street, near the corner of State Street.

PURPOSE

To supply competent beginning office assistants and to educate for more rapid promotion to positions of greater responsibility and reward.

ENTRANCE REQUIREMENTS

For courses marked * below:

High school graduation, or

Entrance examination.

For other courses:

No definite requirement.

PROGRAMS OF INSTRUCTION

Day School:

Leading to a diploma:

* General Business (18 months).

* Advanced Accounting (2 years).

* Combined Business (18 to 20 months)

Includes all the subjects taught in

both the General Business and

the Stenographic courses.

* Junior Secretarial (18 months).

Senior Secretarial (18 to 20 months).

Stenographic (6 to 10 months).

Leading to a certificate, or letter of recommendation:

Special courses:

Commercial (5 to 8 months):

Typing.

Calculating Machine Operator.

File Clerk.

Multigraph Operator.

Finishing courses (arranged to fit the student's needs).

Civil Service (length of time required depends upon the course selected).

Stenographer.

Typist.

Clerical.

Bookkeeper.

Calculating Machine Operator.

Post Office Clerk.

Letter Carrier.

Railway Postal Clerk.

Police Service.

R. F. D. Carrier.

File Clerk.

School year, 50 weeks

\$230.00

* Senior Secretarial (18 to 30 months).

Stenographic (8 to 10 months).

Leading to a certificate, or letter of recommendation.

tion:

Special courses:

Commercial (2 to 3 months):

Typing.

Calculating Machine Operator.

File Clerk.

Multiplying Operator.

Finishing courses (arranged to fit the

student's needs).

Civil Service (length of time required de-

pends upon the course selected).

Stenographer.

Typist.

Clerical.

Bookkeeper.

Calculating Machine Operator.

Post Office Clerk.

Letter Carrier.

Railway Postal Clerk.

Police Service.

R. F. D. Carrier.

File Clerk.

Evening School:

Leading to a certificate:

Commercial:

Accounting.

Bookkeeping.

Business English.

Calculator.

Filing.

Preparatory.

Shorthand.

Typing.

Civil Service:

Clerical.

Letter Carrier.

Post Office Clerk.

Police Service.

Railway Postal Clerk.

Stenography.

Typing.

Summer School

Same as special courses offered during the year.

FACULTY

Four full-time instructors.

TUITION FEES

Day Sessions (Six days per week):

School year, 50 weeks

\$230.00

School year, 30 weeks \$250.00

Day Sessions (Six days per week):

TUITION FEES

Four full-time instructors.

FACULTY

Same as special courses offered during the year.

Summer School

Typing.

Stenography.

Railway Postal Clerk.

Police Service.

Post Office Clerk.

Letter Carrier.

Clerical.

Civil Service:

Typing.

Shorthand.

Preparatory.

Filing.

Calculator.

Business English.

Bookkeeping.

Accounting.

Commercial:

Leading to a certificate:

Evening School:

Semester, 10 weeks \$48.00

Month 20.00

Evening Sessions (Two evenings per week):

Term of 9 months \$56.00

Term of 6 months 38.00

Term of 3 months 20.00

Month 7.00

Summer School

Same as during the year.

NUMBER OF STUDENTS ENROLLED IN 1932

Day School, about 55.

Evening School, about 25.

STANDING OF THE SCHOOL

An accredited member of the American Association of
Commercial Colleges.

GENERAL INFORMATION

Has been established since 1909.

Enrolls students on any Monday of the year.

School year begins the first Tuesday in September and
continues a full year of twelve months.

Sessions:

Regular sessions from September to the last week
in June - 9 A. M. to 3:15 P. M. with
one hour intermission for lunch.

Summer sessions during July and August - 9 A. M.
to 1 P. M.

to 1 P. M.

Summer sessions during July and August - 9 A. M.

one hour intermission for lunch.

in June - 9 A. M. to 3:15 P. M. with

Regular sessions from September to the last week

Sessions:

continues a full year of twelve months.

School year begins the first Tuesday in September and

Enrolls students on any Monday of the year.

Has been established since 1909.

GENERAL INFORMATION

Commercial Colleges.

An accredited member of the American Association of

STANDING OF THE SCHOOL

Evening School, about 25.

Day School, about 25.

NUMBER OF STUDENTS ENROLLED IN 1932

Same as during the year.

Summer School

Month

Term of 3 months

Term of 6 months

Term of 9 months

Evening Sessions (Two evenings per week):

Month

Semester, 10 weeks

\$48.00

SPRINGFIELD HOSPITAL
 Evening sessions on Tuesday and Fridays - 7:15
 to 9:15 P. M.

Maintains an employment department.

MAILING ADDRESS

Springfield Civil Service & Commercial School
 1123 Main Street
 Springfield, Massachusetts

ENTRANCE REQUIREMENTS

Non-sectarian.

Candidates must be from 19 to 35 years of age.

Graduation from High School with the following units
 required:

Mathematics 3

Natural Science 3

Latin and a foreign language are desired.

COURSE

Covers a period of three years from date of entrance.

The first four months of this period consist
 of a preliminary course. All time lost for
 any reason must be made up. In the senior
 year, opportunities are given for electives.

Gives training in:

Medical Nursing.

Evening sessions on Tuesday and Friday - 7:15

to 8:15 P. M.

Maintains an employment department.

MAILING ADDRESS

Springfield Civil Service & Commercial School

1123 Main Street

Springfield, Massachusetts

SPRINGFIELD HOSPITAL

School for Nurses

A course conducted in connection with the Springfield Hospital for the training of nurses.

LOCATION

759 Chestnut Street.

PURPOSE

To give opportunity "for young women to prepare themselves for service in the interests of the health and education of the community".

ENTRANCE REQUIREMENTS

Non-sectarian.

Candidates must be from 19 to 35 years of age.

Graduation from High School with the following units required:

Mathematics	2
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Natural Science	2
-----------------	---

Latin and a foreign language are desired.

COURSE

Covers a period of three years from date of entrance.

The first four months of this period consist of a preliminary course. All time lost for

any reason must be made up. In the senior

year, opportunities are given for electives.

Gives training in:

Medical nursing.

SPRINGFIELD HOSPITAL

School for Nurses

A course conducted in connection with the Springfield Hospital for the training of nurses.

LOCATION

753 Chestnut Street.

PURPOSE

To give opportunity for young women to prepare themselves for service in the interests of the health and education of the community.

ENTRANCE REQUIREMENTS

Non-sectarian.

Candidates must be from 18 to 35 years of age.

Graduation from High School with the following units

required:

Mathematics 2

Natural Science 2

Latin and a foreign language are desired.

COURSE

Covers a period of three years from date of entrance.

The first four months of this period consist

of a preliminary course. All time lost for

any reason must be made up. In the senior

year, opportunities are given for electives.

Gives training in:

Medical nursing.

Surgical nursing.

Gynecological nursing.

Children's nursing.

Affiliated with:

Wesson Maternity Hospital of Springfield for a
three-months' course in Obstetrical
Nursing.

Providence City Hospital of Providence, Rhode
Island for a three-months' course in
Medical Asepsis and the Nursing Care
of Communicable Diseases.

Butler Hospital of Providence, Rhode Island for
a three-months' course in Mental Nursing.

Simmons College of Boston, Massachusetts for a four-
months' course in Public Health (available
to a limited number).

Springfield Nursing and Public Health Association
for training in Public Health Work.

SIZE

General hospital of 185 beds.

Private patient beds, 50.

Average number of patients daily, 140-150.

EXPENSES

No tuition.

Each candidate bears own expense of books and uniforms.

Each candidate bears own expense of books and uniforms.
No tuition.

EXPENSES

Average number of patients daily, 140-150.
Private patient beds, 50.
General hospital of 185 beds.

SIZE

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Springfield Nursing and Public Health Association
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Butler Hospital of Providence, Rhode Island for

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Medical Asepsis and the Nursing Care
Island for a three-months' course in
Providence City Hospital of Providence, Rhode
Nursing.

three-months' course in Obstetrical

Weason Maternity Hospital of Springfield for a

Affiliated with:

Children's nursing.

Gynecological nursing.

Surgical nursing.

ALLOWANCE

A monthly allowance is made from the time of acceptance -
\$5.00 the first year; \$6.00 the second year; and
\$7.00 the third year.

HOURS OF DUTY

Fifty hours weekly (not more than eight hours per day).
Nurses are allowed off duty one afternoon each
week, one half-day on Sunday, and one half-day
on each legal holiday.

VACATION

Three weeks per year.

GRADUATION

Diploma making student eligible for examination for her
degree of R. N. and membership in the Red Cross.
In 1912, the School of Nursing was registered with the
Regents of the University of the State of New
York, thus making the graduate eligible for
registration in the State of New York as well
as in Massachusetts.

GENERAL INFORMATION

Classes are formed in September and January.

STANDING OF THE SCHOOL

At present, there is no accrediting organization for
nurse training schools. However, the hospital
is on the approved list of the American College
of Surgeons.

ALLOWANCE

A monthly allowance is made from the time of acceptance -
\$5.00 the first year; \$6.00 the second year; and
\$7.00 the third year.

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Fifty hours weekly (not more than eight hours per day).
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as in Massachusetts.

GENERAL INFORMATION

Classes are formed in September and January.

STANDING OF THE SCHOOL

At present, there is no accrediting organization for
nurse training schools. However, the hospital
is on the approved list of the American College
of Surgeons.

SPRINGFIELD NORMAL KINDERGARTEN-PRIMARY TRAINING SCHOOL
MAILING ADDRESS Training school for teachers of kindergartens

and Miss Blanche A. Blackman, Superintendent

Springfield Hospital

LOCATION

Springfield, Massachusetts

1342 Main Street, near Court Square.

PURPOSE

To train for elementary school work - Kindergarten and
the first three grades.

ENTRANCE REQUIREMENTS

Graduation from an accredited High School.

Ability to sing true to key.

Some knowledge of the piano.

Letters of testimonial as to health, morals, and
manners.

PROGRAM

Two-year course leading to a diploma.

FACULTY

Full-time, 1.

Part-time, 4.

EXPENSES

Tuition, \$200.00 per two years.

NUMBER OF STUDENTS ENROLLED IN 1921, FALL SEMESTER

15 (the limit of enrollment).

NUMBER GRADUATE IN JUNE, 1922

5.

MAILING ADDRESS

Miss Blanche A. Blackman, Superintendent
Springfield Hospital
Springfield, Massachusetts

SPRINGFIELD NORMAL KINDERGARTEN-PRIMARY TRAINING SCHOOL

A private training school for teachers of kindergarten and first three grades.

LOCATION

1242 Main Street, near Court Square.

PURPOSE

To train for elementary school work - kindergarten and the first three grades.

ENTRANCE REQUIREMENTS

Graduation from an accredited High School.

Ability to sing true to key.

Some knowledge of the piano.

Letters of testimonial as to health, morals, and manners.

PROGRAM

Two-year course leading to a diploma.

FACULTY

Full-time, 1.

Part-time, 4.

EXPENSES

Tuition, \$300.00 for two years.

NUMBER OF STUDENTS ENROLLED IN 1932, FALL SEMESTER

18 (the limit of enrolment).

NUMBER GRADUATE IN JUNE, 1932

5.

SPRINGFIELD NORMAL KINDERGARTEN-PRIMARY TRAINING SCHOOL
A private training school for teachers of kindergarten
and first three grades.

LOCATION

1348 Main Street, near Court Square.

PURPOSE

To train for elementary school work - kindergarten and
the first three grades.

ENTRANCE REQUIREMENTS

Graduation from an accredited High School.
Ability to sing true to key.
Some knowledge of the piano.
Letters of testimonials as to health, morals, and
manners.

PROGRAM

Two-year course leading to a diploma.

FACULTY

Full-time, 1.

Part-time, 4.

EXPENSES

Tuition, \$300.00 for two years.

NUMBER OF STUDENTS ENROLLED IN 1932, FALL SEMESTER

18 (the limit of enrollment).

NUMBER GRADUATE IN JUNE, 1932

STANDING OF THE SCHOOL

Is not a member of any accrediting organization. Students have received advanced standing in other institutions on a basis of individual record and achievement.

GENERAL INFORMATION

Was organized in 1899.

Sessions are held at varying hours each day except Saturday.

MAILING ADDRESS

Miss Hattie Twichell, Principal
Springfield Kindergarten School
1242 Main Street
Springfield, Massachusetts

STANDING OF THE SCHOOL

Is not a member of any accrediting organization. Students have received advanced standing in other institutions on a basis of individual record and achievement.

GENERAL INFORMATION

Was organized in 1898.
Sessions are held at varying hours each day except Saturday.

MAILING ADDRESS

Miss Hattie Twitchell, Principal
Springfield Kindergarten School
1348 Main Street
Springfield, Massachusetts

STATE UNIVERSITY EXTENSION
(Commonwealth of Massachusetts)

Classes conducted under auspices of the Department of Education, Commonwealth of Massachusetts.

LOCATION

Winter classes are held at Central High School.

Summer classes are held at the High School of Commerce.

PURPOSE

To provide opportunity to those who desire to continue
or to extend their education.

ENTRANCE REQUIREMENTS

None.

COURSES OFFERED

Cover a wide range of subject matter.

Lead to a certificate for those students whose average
for the course is 75 per cent or over and
whose attendance is reasonably good.

College grade courses carry the usual college credit of
one semester hour for each fifteen lecture-
hours spent in class.

Accepted for full credit by Massachusetts State

Teachers Colleges, Teachers College of the
City of Boston, and the Department of
Education of Tufts College toward the
degree of Bachelor of Science in Educa-
tion (B. S. C.).

STATE UNIVERSITY EXTENSION

(Commonwealth of Massachusetts)

Classes conducted under auspices of the Department of Education, Commonwealth of Massachusetts.

LOCATION

Winter classes are held at Central High School.
Summer classes are held at the High School of Commerce.

PURPOSE

To provide opportunity to those who desire to continue or to extend their education.

ENTRANCE REQUIREMENTS

None.

COURSES OFFERED

Cover a wide range of subject matter.
Lead to a certificate for those students whose average for the course is 75 per cent or over and whose attendance is reasonably good.
College grade courses carry the usual college credit of one semester hour for each fifteen lecture-hours spent in class.
Accepted for full credit by Massachusetts State Teachers Colleges, Teachers College of the City of Boston, and the Department of Education of Tufts College toward the degree of Bachelor of Science in Education (B. S. C.).

Accepted for full credit by Mount Holyoke College, Smith College, Brown University, and Clark University when the courses are given by the members of the faculties of their respective institutions. Smith College and Mt. Holyoke College reciprocate.

FEE

Vary. Approximately \$5.00 for each eight lessons of two hours each.

GENERAL INFORMATION

Graduates of State Teachers Colleges who hold diplomas for two, three, or four year courses may secure the degree of Bachelor of Science in Education at any of the State Teachers Colleges through University Extension courses by complying with certain requirements.

MAILING ADDRESS

Miss Ursula K. Toomey
Department of University Extension
105 Bridge Street
Springfield, Massachusetts

Accepted for full credit by Mount Holyoke College,

Smith College, Brown University, and
Clark University when the courses are
given by the members of the faculties of
their respective institutions. Smith
College and Mt. Holyoke College reciprocate.

FEES

Very. Approximately \$5.00 for each eight lessons of
two hours each.

GENERAL INFORMATION

Graduates of State Teachers Colleges who hold diplomas
for two, three, or four year courses may secure
the degree of Bachelor of Science in Education
at any of the State Teachers Colleges through
University Extension courses by complying with
certain requirements.

MAILING ADDRESS

Miss Ursula K. Toomey
Department of University Extension
105 Bridge Street
Springfield, Massachusetts

WESSON MEMORIAL HOSPITAL

Training School for Nurses

A course in connection with the Wesson hospital for the training of nurses.

LOCATION

140 High Street

PURPOSE

"To give a thorough course in scientific nursing while at the same time maintaining under close supervision a high standard of bedside care and a knowledge of the Nurse's responsibilities and opportunities in the care of the sick."

ENTRANCE REQUIREMENTS

Non-sectarian.

Between the ages of 18 and 35.

Certificate of graduation from High School or its equivalent with the following units required:

Natural Sciences 2 units

General Science

Physics

Biology

Physiology

Chemistry

English 3 units

WESSON MEMORIAL HOSPITAL

Training School for Nurses

A course in connection with the Wesson Hospital for the

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LOCATION

140 High Street

PURPOSE

"To give a thorough course in scientific nursing while at the same time maintaining under close supervision a high standard of bedside care and a knowledge of the nurse's responsibilities and opportunities in the care of the sick."

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Non-sectarian.

Between the ages of 18 and 35.

Certificate of graduation from High School or its equivalent with the following units required:

Natural Sciences 3 units

General Science

Physics

Biology

Physiology

Chemistry

English 3 units

SIZE OF HOSPITAL	Mathematics	2 units
Average number of patients	Commercial Arithmetic	
General hospital of	Algebra	
Private patient beds	Bookkeeping	
EXPENSE	Geometry	

In lieu of the above, a college preparatory course is acceptable but not a commercial course.

(These requirements as to preparation are in accordance with the standards set up by the state as obligatory by 1934.)

COURSE

Covers a period of three years from the date of entrance.

The first four months of this period consist of a preliminary period. All time lost for any reason must be made up.

Gives training in:

Medical nursing.

Surgical nursing.

Pediatric nursing.

Orthopedic nursing.

Is affiliated with:

Wesson Maternity Hospital of Springfield for training in Obstetrical Nursing.

Springfield Nursing and Public Health Association for eight weeks' training in Public Health Work.

3 units

Mathematics

Commercial Arithmetic

Algebra

Bookkeeping

Geometry

In lieu of the above, a college preparatory course is

acceptable but not a commercial course.

(These requirements as to preparation are in accordance

with the standards set up by the state as

obligatory by 1934.)

COURSE

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The first four months of this period consist

of a preliminary period. All time lost for

any reason must be made up.

Gives training in:

Medical nursing.

Surgical nursing.

Pediatric nursing.

Orthopedic nursing.

Is affiliated with:

Wesson Maternity Hospital of Springfield for train-

ing in Obstetrical Nursing.

Springfield Nursing and Public Health Association

for eight weeks' training in Public

Health Work.

SIZE OF HOSPITAL

Average number of patients daily, 80.

General hospital of 120 beds.

Private patient beds, 88.

EXPENSE

A deposit of \$10 to cover breakage is paid when the applicant enters. Any balance remaining when student leaves is refunded.

ALLOWANCE

A monthly allowance is made from the time of acceptance--
\$8.00 a month during the first two years and
\$10.00 a month during the last year.

HOURS OF DUTY

After the completion of the preliminary period, students are on duty in the wards of the hospital from 7 A. M. to 7 P. M. with three hours off duty daily, one half-day off duty each week, and four hours off duty on Sunday.

VACATION

Three weeks each year.

GRADUATION

Diploma making student eligible for examination for her degree of R. N. in the State of Massachusetts and in all other states which offer reciprocity.

GENERAL INFORMATION

Classes are formed in February and September.

SIZE OF HOSPITAL

Average number of patients daily, 80.
General hospital of 120 beds.
Private patient beds, 88.

EXPENSE

A deposit of \$10 to cover breakfast is paid when the applicant enters. Any balance remaining when student leaves is refunded.

ALLOWANCE

A monthly allowance is made from the time of acceptance--
\$8.00 a month during the first two years and
\$10.00 a month during the last year.

HOURS OF DUTY

After the completion of the preliminary period, students are on duty in the wards of the hospital from 7 A. M. to 7 P. M. with three hours off duty daily, one half-day off duty each week, and four hours off duty on Sunday.

VACATION

Three weeks each year.

GRADUATION

Diploma making student eligible for examination for her degree of B. N. in the State of Massachusetts and in all other states which offer reciprocity.

GENERAL INFORMATION

Classes are formed in February and September.

STANDING OF THE SCHOOL

At present, there is no accrediting organization for nurse training schools. However, the hospital is on the approved list of the American College of Surgeons.

MAILING ADDRESS

Miss Fuchsia C. Fouser, Superintendent
Wesson Memorial Hospital
Springfield, Massachusetts

Part II

LIST OF SUBJECTS

STANDING OF THE SCHOOL

At present, there is no accrediting organization for nurse
training schools. However, the hospital is on
the approved list of the American College of
Surgeons.

MAILING ADDRESS

Miss Rachael G. Foster, Superintendent
Wesson Memorial Hospital
Springfield, Massachusetts

ABBREVIATED NAMES FOR SCHOOLS

LISTED UNDER SUBJECT CLASSIFICATION

Institute of Banking	American Institute of Banking
International College	American International College
Bay Path	Bay Path Institute
Berkshire Art	Berkshire Art School
Boston University, U. V. B.	Boston University School of Education, Connecticut Valley Division

Evening High	Evening High School
Evening Technical	Evening Technical School
Evening Trade	Evening Trade School

Part II

LIST OF SUBJECTS

Goddard School	Goddard School of Business
Y. M. C. A. College	International Young Men's Christian Association College
City Library Association	Library Training Class of the City Library Association
MacDuffie School	MacDuffie School
University Extension	Massachusetts University Extension
Mercy Hospital	Mercy Hospital School of Nursing
Northeastern	Northeastern University
Civil Service	Springfield Civil Service and Commercial School
Springfield Hospital	Springfield Hospital School for Nurses

Part II
LIST OF SUBJECTS

ABBREVIATED NAMES FOR SCHOOLS

Springfield
School
Weston Memorial Hospital

LISTED UNDER SUBJECT CLASSIFICATION

Normal Kinder-
garten Primary Train-
ing School
Hospital
Training School for

Institute of Banking	American Institute of Banking
International College	American International College
Bay Path	Bay Path Institute
Berkshire Art	Berkshire Art School
Boston University, C. V. D.	Boston University School of Education, Connecticut Valley Division
Evening High	Evening High School
Evening Technical	Evening Technical School
Evening Trade	Evening Trade School
Goddard School	Goddard School of Business
Y. M. C. A. College	International Young Men's Christian Association College
City Library Association	Library Training Class of the City Library Association
MacDuffie School	MacDuffie School
University Extension	Massachusetts University Extension
Mercy Hospital	Mercy Hospital School of Nursing
Northeastern	Northeastern University
Civil Service	Springfield Civil Service and Commercial School
Springfield Hospital	Springfield Hospital School for Nurses

Springfield Hospital for Nurses	Springfield Hospital
Springfield Civil Service and Commercial School	Civil Service
Northeastern University	Northeastern
Mercy Hospital School of Nursing	Mercy Hospital
Massachusetts University Extension	University Extension
MacDuffie School	MacDuffie School
Library Training Class of the City Library Association	City Library Association
International Young Men's Christian Association College	Y. M. C. A. College
Goddard School of Business	Goddard School
Evening Trade School	Evening Trade
Evening Technical School	Evening Technical
Evening High School	Evening High
Valley Division Education, Connecticut Boston University School of	Boston University, C. V. D.
Berkshire Art School	Berkshire Art
Bay Path Institute	Bay Path
American International College	International College
American Institute of Banking	Institute of Banking

LISTED UNDER SUBJECT CLASSIFICATION
ABBREVIATED NAMES FOR SCHOOLS

LIST OF SUBJECTS

Springfield Kindergarten
School

(As of 1933)

Springfield Normal Kinder-
garten Primary Train-
ing School

Wesson Memorial Hospital

International College

Wesson Memorial Hospital
Training School for
Nurses

Auditing
Cost Accounting
Development of Modern Accounting Records
Problems in Partnership
System Building and Mathematics of Accounting
Theory and Practice of Accounting

Bay Path

Accounting course¹

Evening High

Accounting I and II

Coddard School

Accounting course

Northeastern

Accounting for Executives
Accounting Problems
Accounting Seminar
Auditing
Constructive Accounting
Cost Accounting
Income Tax Procedure
Introductory Accounting
Intermediate Accounting

Civil Service

Accounting course

¹The word "course" is used here to indicate that account-
ing is not offered separately but is included in a group of
subjects all of which must be taken. The word "course" will
be so used throughout this section.

Springfield Normal Kinder-
garten Primary Train-
ing School

Wesson Memorial Hospital
Training School for
Nurses

Springfield Kindergarten
School

Wesson Memorial Hospital

LIST OF SUBJECTS

(As of 1932)

ACCOUNTING

International College

Auditing
 Cost Accounting
 Development of Modern Accounting Records
 Problems in Partnership
 System Building and Mathematics of Accounting
 Theory and Practice of Accounting

Bay Path

Accounting course¹

Evening High

Accounting I and II

Goddard School

Accounting course

Northeastern

Accounting for Executives
 Accounting Problems
 Accounting Seminar
 Auditing
 Constructive Accounting
 Cost Accounting
 Income Tax Procedure
 Introductory Accounting
 Intermediate Accounting

Civil Service

Accounting course

¹The word "course" is used here to indicate that accounting is not offered separately but is included in a group of subjects all of which must be taken. The word "course" will be so used throughout this section.

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Accounting course

Civil Service

Intermediate Accounting
Introductory Accounting
Income Tax Procedure
Cost Accounting
Comparative Accounting
Auditing
Accounting Seminar
Accounting Problems
Accounting for Executives

Northeastern

Accounting course

Goddard School

Accounting I and II

Evening High

Accounting course

Bay Path

Theory and Practice of Accounting
System Building and Mathematics of Accounting
Problems in Partnership
Development of Modern Accounting Records
Cost Accounting
Auditing

International College

ACCOUNTING

(As of 1958)

LIST OF SUBJECTS

ADVERTISING

Bay Path

Advertising

Northeastern

Advertising Principles

Advertising Production

ALGEBRA

See Mathematics

ARITHMETIC

See Mathematics

ART

Berkshire School

Commercial Art

Drawing

Design

Illustration (Pictorial)

Modeling

Painting

Evening High

Advanced Commercial Art

Commercial Art for Beginners

Goddard School

Architecture

Commercial Illustration

Graphic Art

Interior Decorating

Springfield Art School

Clay Modeling

Composition and Quick Sketching

Drawing and Painting

Landscape and Still Life

University Extension

Contemporary Art in America

Contemporary Art in America

University Extension

Landscapes and Still Life
Drawing and Painting
Composition and Quick Sketching
Clay Modeling

Springfield Art School

Interior Decorating
Graphic Art
Commercial Illustration
Architecture

Goddard School

Commercial Art for Beginners
Advanced Commercial Art

Evening High

Painting
Modeling
Illustration (Pictorial)
Design
Drawing
Commercial Art

Berkshire School

ART

See Mathematics

ARITHMETIC

See Mathematics

ALGEBRA

Advertising Production
Advertising Principles

Northeastern

Advertising

Bay Path

ADVERTISING

AUTOMOBILE THEORY AND PRACTICE

Evening Trade

Auto Ignition
Auto Mechanics

University Extension

What Every Woman Should Know about an Auto

BANKING

See also Economics

Institute of Banking

Accounting Interpretation and Financial Statements
Bank Administration
Banking Fundamentals
Commercial Law
Credits
Economics
Negotiable Instruments
Standard Banking

BIBLE

International College

Hebrew Prophets
History of the Christian People
Life and Work of Jesus and Paul
Narrative and Songs of the Old Testament

BIOLOGY

International College

Anatomy
Anatomy and Physiology
General Botany
Zoology

Y. M. C. A. College Summer School

Animal Mechanics and Kinesiology
Applied Anatomy and Kinesiology
Physiology - Muscle and Nerve

AUTOMOBILE THEORY AND PRACTICE

Evening Trade

Auto Ignition
Auto Mechanics

University Extension

What Every Woman Should Know about an Auto

BANKING

See also Economics

Institute of Banking

Accounting Interpretation and Financial Statements
Bank Administration
Banking Fundamentals
Commercial Law
Credits
Economics
Negotiable Instruments
Standard Banking

BIBLE

International College

Hebrew Prophets
History of the Christian People
Life and Work of Jesus and Paul
Narrative and Songs of the Old Testament

BIOLOGY

International College

Anatomy
Anatomy and Physiology
General Botany
Zoology

Y. M. C. A. College Summer School

Animal Mechanics and Kinesiology
Applied Anatomy and Kinesiology
Physiology - Muscle and Nerve

BLUEPRINT READING

Evening Technical

Blueprint Reading

BOOKKEEPING

Bay Path

Bookkeeping course

Evening High

Bookkeeping I and II

BUSINESS ADMINISTRATION

See Management

CHEMISTRY

International College

General Inorganic Chemistry

Industrial Chemistry

Organic Chemistry

Physical Chemistry

Qualitative Analysis

Quantitative Analysis

Evening High

Practical Chemistry

Northeastern

Chemistry

CIVIL SERVICE

Bay Path

Civil Service Bookkeeping course

Civil Service Stenographic course

Civil Service

Civil Service for:

Bookkeeper

Calculating Machine Operator

Calculating Machine Operator
Bookkeeper

Civil Service for:

Civil Service

Civil Service Stenographic course
Civil Service Bookkeeping course

Bay Path

CIVIL SERVICE

Chemistry

Northeastern

Practical Chemistry

Evening High

Quantitative Analysis
Qualitative Analysis
Physical Chemistry
Organic Chemistry
Industrial Chemistry
General Inorganic Chemistry

International College

CHEMISTRY

See Management

BUSINESS ADMINISTRATION

Bookkeeping I and II

Evening High

Bookkeeping course

Bay Path

BOOKKEEPING

Blueprint Reading

Evening Technical

BLUEPRINT READING

Clerical Worker
 File Clerk
 Letter Carrier
 Police Service
 Post Office Clerk
 Railway Postal Clerk
 R. F. D. Carrier
 Stenographer
 Typist

Evening High

Civil Service - Clerical

COACHING

Y. M. C. A. College S. S.

Archery
 Baseball
 Basketball
 Boxing
 Fencing
 Football
 Swimming
 Wrestling

COLLEGE PREPARATORY FOR GIRLS

MacDuffie School

COMMERCIAL TEACHER TRAINING

Bay Path

Normal Commercial course

Goddard School

Teachers Training course

COMPTOMETER

Comptometer School

Comptometer course

DRAWING

See Art

See Art

DRAWING

Comptometer course

Comptometer School

COMPTOMETER

Teachers Training course

Goddard School

Normal Commercial course

Bay Path

COMMERCIAL TEACHER TRAINING

MacDuffie School

COLLEGE PREPARATORY FOR GIRLS

Wrestling

Swimming

Football

Fencing

Boxing

Basketball

Baseball

Archery

Y. M. C. A. College S. B.

COACHING

Civil Service - Clerical

Evening High

Typist
Stenographer
R. F. D. Carrier
Railway Postal Clerk
Post Office Clerk
Police Service
Letter Carrier
File Clerk
Clerical Worker

DRAWING, MECHANICAL

Evening Technical

Architectural Drawing
 Electrical Drawing
 Mechanical Drawing

Northeastern

Mechanical Drawing
 Engineering Drawing
 Machine and Tool Design

ECONOMICS

See also Sociology

International College

Business Statistics and Forecasting
 Corporation Finance
 Economic History of the United States
 Income Tax
 Insurance
 Investments
 International Trade
 Money and Banking
 Principles of Economics

Boston University, C. V. D.

United States as a World Power

Northeastern

Business Economics
 Business Statistics and Forecasting
 Economic History of the United States
 Elementary Economics (High School)
 Financial Organization and Management
 Investment Principles and Practices

University Extension

Economic and Social Problems
 Present-day Economic Problems

DRAWING, MECHANICAL

Evening Technical

Architectural Drawing
Electrical Drawing
Mechanical Drawing

Northeastern

Mechanical Drawing
Engineering Drawing
Machine and Tool Design

ECONOMICS

See also Sociology

International College

Business Statistics and Forecasting
Corporation Finance
Economic History of the United States
Income Tax
Insurance
Investments
International Trade
Money and Banking
Principles of Economics

Boston University, U. V. D.

United States as a World Power

Northeastern

Business Economics
Business Statistics and Forecasting
Economic History of the United States
Elementary Economics (High School)
Financial Organization and Management
Investment Principles and Practices

University Extension

Economic and Social Problems
Present-day Economic Problems

EDUCATION

International College

Educational Psychology
 History of Education
 Methods of Teaching in Secondary Schools
 Modern Trends in Education
 Principles of Education
 Supervised Teaching
 Teaching of English in Secondary Schools

Bay Path

Educational Psychology
 Methods courses in:
 Bookkeeping
 Shorthand Dictation
 Shorthand Theory
 Pedagogy

Boston University, C. V. D.

Arithmetic Reconstruction and Methods
 Elementary Statistics Applied to Education
 History of Education
 Homeroom Activity Period
 Measurement of Elementary School Subjects
 Mental Hygiene in the Classroom
 Methods of Research for Teachers
 Observation of Teaching
 Parent Education
 Personal and Vocational Guidance
 Principles and Methods of Teaching
 Principles of Secondary Education
 Public School Administration
 Reading in the Elementary Grades
 Remedial Measures for Problem Children
 Supervision of Education
 Teacher and Secondary School Administration
 Teaching of Reading in the Middle Grades
 Teaching of Social Studies in the Middle Grades

Y. M. C. A. College S. S.

Character Education
 Personal and Vocational Guidance
 Theories and Techniques of Teaching

EDUCATION

International College

Teaching of English in Secondary Schools
 Supervised Teaching
 Principles of Education
 Modern Trends in Education
 Methods of Teaching in Secondary Schools
 History of Education
 Educational Psychology

Bay Path

Pedagogy
 Shortland Theory
 Shortland Dictation
 Bookkeeping
 Methods course in:
 Educational Psychology

Boston University, C. V. D.

Teaching of Social Studies in the Middle Grades
 Teaching of Reading in the Middle Grades
 Teacher and Secondary School Administration
 Supervision of Education
 Remedial Measures for Problem Children
 Reading in the Elementary Grades
 Public School Administration
 Principles of Secondary Education
 Principles and Methods of Teaching
 Personal and Vocational Guidance
 Parent Education
 Observation of Teaching
 Methods of Research for Teachers
 Mental Hygiene in the Classroom
 Measurement of Elementary School Subjects
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 History of Education
 Elementary Statistics Applied to Education
 Arithmetic Reconstruction and Methods

Y. M. C. A. College S. S.

Theories and Techniques of Teaching
 Personal and Vocational Guidance
 Character Education

University Extension

Methods of Teaching English in Elementary Schools
 Methods of Teaching Social Studies
 Newer Teaching Techniques
 Theories and Techniques of Teaching

ELECTRICITY

Evening Technical

Electric Wiring
 Electricity

Evening Trade

Cable Splicing
 Electrical Theory

ENGLISH

International College

Advanced Writing
 American Literature
 Business English
 Contemporary Drama, 1891 to Present
 English Composition
 English Literature
 History of the Drama
 Introductory Course to the Study of Literature
 Public Speaking
 Romanticism from 1798 to 1850
 Shakespeare

Bay Path

Correct English (Miller System)

Boston University, C. V. D.

English Composition
 Elements of Speech
 Types of Literature

Evening High

Business Correspondence
 Creative Writing
 Literature and Advanced Composition I and II
 Modern Literature

University Extension
 Methods of Teaching English in Elementary Schools
 Methods of Teaching Social Studies
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ELECTRICITY

Evening Technical
 Electric Wiring
 Electricity

Evening Trade

Cable Splicing
 Electrical Theory

ENGLISH

International College

Advanced Writing
 American Literature
 Business English
 Contemporary Drama, 1891 to Present
 English Composition
 English Literature
 History of the Drama
 Introductory Course to the Study of Literature
 Public Speaking
 Romanticism from 1798 to 1830
 Shakespeare

Bay Path

Correct English (Miller System)

Boston University, C. V. D.

English Composition
 Elements of Speech
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English

Northeastern

Advanced Business English
Advanced English
Advanced Public Speaking
Constructive English
High School English I and II
English
Public Speaking

University Extension

Contemporary American Literature
Correct Use of English
Literature of Biography
Public Speaking
Short Story Writing
Use of the Speaking Voice

FILING

Civil Service

File Clerk course

FIRST AID

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Treatment of Athletic Injuries

FOREIGN LANGUAGES

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German
Greek
Latin
Spanish

Y. M. C. A. College Summer School

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English

Northeastern

Advanced Business English
Advanced English
Advanced Public Speaking
Constitutive English
High School English I and II
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Contemporary American Literature
Correct Use of English
Literature of Biography
Public Speaking
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TELLING

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GERMAN

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GREEK

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Y. M. C. A. College S. S.

Personal Hygiene

HISTORY

International College

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History of the United States since the Civil War
International Relations
Modern Europe - Middle Ages to 1815
Modern Europe - 1815 to Present

Boston University, C. V. D.

European Governments
History of England

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 Constitutional Law
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 Introduction to Study of Law
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 Torts
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Administrative Policies
 Business Administration Seminar
 Credits and Collections
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International College

Marketing

Northeastern

Marketing
 Marketing Methods

MATHEMATICS

International College

Advance Algebra
 Analytic Geometry
 Calculus
 General Mathematics
 Trigonometry

Evening High

Commercial Arithmetic

Northeastern

Advanced Algebra
 Analytic Geometry
 Calculus
 High School Algebra
 High School Geometry
 Plane Trigonometry

Evening Technical

Algebra
 Applied Mathematics
 Geometry
 Logarithms
 Shop Mathematics
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University Extension

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Modern Music and Musicians

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International College

Office Appliances

PAY PATH

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PENMANSHIP

Bay Path

Penmanship

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Mercy Hospital

Springfield Hospital

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PENMANSHIP

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PHILOSOPHY

International College

Philosophy
History of Philosophy

PHYSICAL EDUCATION

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Organization and Administration of Health and
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Physical Education Achievement Tests
Physical Education Seminar
Psychology of Physical Education

PHYSICAL TRAINING

Y. M. C. A. College S. S.

Calisthenics and Light Apparatus Practice
Corrective Gymnastics
Fencing Practice
Heavy Apparatus Practice
Physiological Problems in Training
Elementary Swimming Practice

PHYSICS

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Advanced Heat, Light, and Sound
Electricity and Magnetism
Physics
Principle of Radio Transmission

Northeastern

Electricity
Mechanics
Physics
Strength of Materials

Y. M. C. A. College S. S.

Applied Physics

University Extension

RESEARCH Refrigeration

PLAN READING

SALES Evening Trade

POTTERY

Evening Technical and Sales Management

PHYSICAL EDUCATION

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 Physical Education Seminar
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Y. M. C. A. College S. S.

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 Physiological Problems in Training
 Heavy Apparatus Practice
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Principle of Radio Transmission
 Physics
 Electricity and Magnetism
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Strength of Materials
 Physics
 Mechanics
 Electricity

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Applied Physics

University Extension

Refrigeration

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Evening Trade

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PSYCHOLOGY

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International College

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General Psychology
Social Psychology

Boston University, C. V. D.

Psychology of Adolescence
Psychology of Learning

Northeastern

Business Psychology

Y. M. C. A. College S. S.

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Learning Process
Mental Hygiene

University Extension

Psychology for Business and the Professions
Psychology for Daily Life

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Radio Receivers (Principles)
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RESEARCH

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Salesmanship
Sales Management

Northeastern

Salesmanship and Sales Management

SCIENCE

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Geology
Mineralogy
Physics

SOCIAL SCIENCE

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History
Philosophy
Psychology
Sociology

SOCIAL SERVICE

International College

Child Welfare
Field of Social Work
Immigration
Social Psychology

SHEET METAL

Evening Trade

SHOP PRACTICE

Evening Technical

Forging
Machine Shop
Machine Tool Work
Pattern Making

Pattern Making
Machine Tool Work
Machine Shop
Forging

Evening Technical

SHOP PRACTICE

Evening Trade

SHEET METAL

Social Psychology
Immigration
Field of Social Work
Child Welfare

International College

SOCIAL SERVICE

Sociology
Psychology
Philosophy
History
Economics

See also:

SOCIAL SCIENCE

Physics
Mineralogy
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See also:

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Salesmanship and Sales Management

Northeastern

Sales Management
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SOCIOLOGY

International College

Sociology

Boston University, C. V. D.

Introduction to Sociology

Social Evolution

Socio-Economic Conference

Y. M. C. A. College S. S.

Heredity, Eugenics, Evolution

Social Ethics

SPANISH

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STENOGRAPHY

International College

Stenography

Bay Path

Secretarial Science course

Shorthand Dictation

Shorthand Theory

Speed Dictation and Transcription

Stenographic course

Civil Service

Stenographic course

Secretarial course

Evening High

Stenography for Beginners

Advance Stenography

Slow Dictation

Speed Dictation

Goddard School

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Secretarial course

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International College

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Socio-Economic Conference

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Hereditry, Eugenics, Evolution
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Kindergarten and Primary

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Preparation for European Travel

TRIGONOMETRY

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TYPEWRITING

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Intermediate
Speed Practice

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Springfield Kindergarten School

Kindergarten and Primary

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